



STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

MOLLY M. SPEARMAN
STATE SUPERINTENDENT OF EDUCATION

MEMORANDUM

TO: District Accountability/Report Card Coordinators
District Testing Coordinators
District Technology Coordinators
District PowerSchool Coordinators

FROM: Daniel Ralyea
Director, Research and Data Analysis

DATE: May, 31, 2020

RE: Students Not Tested Guidelines

Action Needed: Students Not Tested (SNT) - PowerSchool Reporting for Exclusionary and Non-Exclusionary Reasons and Appropriate Documentation Submission for Exclusionary Reasons

Note: Please be on the lookout for the PowerSchool State Reporting update delivered by April 27, 2020. This update will allow you to load the updates to the Students Not Tested page to the *State/Province – SC* in your instance of PowerSchool and will include updates to the “**Test Missed**” drop-down options for **English 2 and English 2 – Writing Only**.

Changes for 2019-2020

On March 27, 2020, the U.S. Department of Education approved South Carolina’s request to waive statewide assessments, accountability and certain reporting requirements in the Elementary and Secondary Education Act (ESEA) for the 2019-2020 school year due to widespread school closures related to the novel Coronavirus disease (COVID-19).

For 2019-20, the SCDE will collect Students Not Tested data for only the following assessments:

- a. EOCEP Fall administration; and

b. EOCEP Spring and SC-Alt for EOCEP administrations. The EOCEP Fall SNTEMR/SNTHR will be collected through the normal SNTEMR/SNTHR process (through PowerSchool data collection). The EOCEP Spring and SC-Alt for EOCEP will be collected through Enrich Assess. Additional details for how these Enrich Assess collections will be handled can be found in the attached guidelines document. When the Enrich Assess importers and data files are ready, the SCDE will send notification to district staff via E-mail. (Estimated date that Enrich Assess importer and data files will be available for districts to access – June 10, 2020.)

Since EOCEP is the only SNT data to be collected this year, the SCDE combined the previous two guidelines documents into one document.

Deadline for Entering Students Not Tested Information in PowerSchool/Enrich Assess: Monday, June 15, 2020 for EOCEP-Fall in PowerSchool and Tuesday, June 30, 2020 for EOCEP-Spring and SC-Alt for EOCEP to Enrich Assess.

Attached are the Combined 2020 Students Not Tested Guidelines (SNT) for exclusionary purposes for Elementary/Middle/High School and alternate assessments. Also, included are the instructions (Reasons for Students Not Testing_StudentsNotTested_PowerSchool_Page_2020) for reporting in PowerSchool **all** your eligible students who do not test. Please review these documents carefully as the information you provide to SCDE, regarding students who do not test, may impact your accountability/report card calculations, as well as other Federal reporting. Accessible versions of these documents are available upon request.

Please remember you must report (in PowerSchool) **ALL** eligible students who do not test and be prepared to submit any supporting exclusionary documentation to the SCDE Office of Research and Data Analysis.

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SNTEMR/SNTHR Program	PowerSchool Data Collections	PowerSchool SNT Data Entry/Enrich Assess Data Upload Deadlines	SNT Documentation to The SCDE Deadline or Notification of No SNT Documentation
EOCEP or SC-Alt for EOCEP (enrolled in middle/high schools)	First Days of Testing: Friday, May 29, 2020 SNT Data Collection: May 13–June 15, 2020	PowerSchool (EOCEP Fall): Submit on or before Monday, June 15, 2020 (but before initiation of the PowerSchool year-end processing) Enrich Assess (EOCEP Spring/SC-Alt for EOCEP): Upload to Enrich Assess on or before Tuesday, June 30, 2020	TBD. Districts will be notified with the due date for submitting any supporting documentation.

Note: You do not need to report students not tested who do not meet eligibility requirements (e.g., students not actively enrolled in your school as of the first day of the testing window). We will be using the appropriate fields in PowerSchool to automatically disregard students who are not eligible for testing (i.e., course enrollment, enter/exit dates and termid, etc.)

All fields relating to testing eligibility are collected from the data you enter in PowerSchool and collected by the SCDE on May 29, 2020, the First Day of Testing PowerSchool Data Collection.

Important Note on Changes to SNT processing of supporting documentation: The South Carolina Department of Education (SCDE) will no longer collect all documentation for Students Not Tested Elementary/Middle or High School Reports. Instead, the SCDE will provide districts with a list of the students for which documentation can be submitted by districts for review. This list will be generated randomly from all SNT coded in PowerSchool for reasons defined as exclusionary. Using random selection methodology ensures that each exclusionary reason is represented and only documentation for students coded appropriately in PowerSchool with approved exclusionary reasons will be included. Districts will be notified via E-mail when the lists are loaded to the Advanced Data Transfer System (ADT). A deadline for documentation delivery will be assigned once the lists are disseminated. Do not send documentation until notified by the SCDE to do so and submit only documentation for students listed.

Students Not Tested Guidelines

Page 4

May 31, 2020

All Documentation must be accompanied by the appropriate SNT cover page. The SNT cover page templates can be found in the attached guideline documents.

For 2019-2020, the SCDE will accept your documentation via fax (Fax number: 803-734-8089) or as a pdf uploaded to the Advance Data Transfer System (ADT), Accountability Coordinator folder.

Changes from last year are specifically noted and can be found in of the attached Guidelines for Students Not Tested document.

If you are not the person who handles this process, please pass this e-mail and attachments along to the person who does. If you would like to share this information with your Superintendent, please feel free to do so.

If you have questions, please feel free to contact Lisa Woodard at lwoodard@ed.sc.gov or 803-734-8573. Thank you for your assistance.

Attachments:

2020EMNT&HRNTGUIDELINES (for students enrolled in middle and high schools)

Reasons for Students Not Testing_StudentsNotTested_PowerSchool_Page_2020