## ESSER SPECIAL PROGRAMS CODES

The South Carolina Department of Education (SCDE) must be able to report to potential audits from the South Carolina General Assembly on student engagement in interventions supported by ESSER funds, and the way that the SCDE will measure student ESSER program engagement statewide and report on the impact of ESSER funds in South Carolina is through Special Programs codes in PowerSchool. The memo from the South Carolina Department of Education to District Superintendents, Instructional Leaders, Accountability Leaders, Technology Coordinators, and PowerSchool Coordinators from February 1, 2022 clarifies how an ESSER program, represented by an ESSER Special Programs code in PowerSchool, can be defined.

## SPECIAL PROGRAMS CODES IN POWERSCHOOL FOR ESSER PROGRAMS

Each South Carolina student participating in a targeted intervention must be identified in the PowerSchool Student Information System with the appropriate ESSER Special Programs code and effective dates for the intervention.

The South Carolina Department of Education (SCDE) is adding the following five ESSER Special Programs codes listed below for districts in PowerSchool; if the district has more than five ESSER programs, district PowerSchool administrators may add additional codes following the pattern displayed in the list (i.e. **ESSER_F** and so on, alphabetically):

**ESSER_A**
**ESSER_B**
**ESSER_C**
**ESSER_D**
**ESSER_E**

Districts may add text to the names of the Special Programs codes listed above to reflect the district's desired ESSER program name(s) (for example: **ESSER_A – District Program Name**) but the first characters beginning with "ESSER_" and followed by a letter must not change; note that adding characters/text to these program codes is not required.

## CREATING ADDITIONAL SPECIAL PROGRAMS CODES

If a district requires more than five ESSER Special Programs codes in PowerSchool, the pattern displayed above should be continued (i.e. **ESSER_F** and so on, alphabetically). In this case, Special Programs codes would be added by the district PowerSchool administrator using the following steps:

A. On the Start Page, under Functions, select **Special Programs**.

B. On the Special Programs page, click the blue **New** button.

C. On the Special Program Information page that appears, in the field labeled "Program name (no commas)," type the appropriate code value for the Special Program being added (such as **ESSER_F – Sample District Program Name**).

D. **Check** the box next to the field labeled "Include in Quick Lookup."

E. Click the blue **Submit** button.

F. Repeat steps B through E to add any additional codes.

Note: If the number of ESSER programs in the district exceeds 26, the naming convention pattern would be continued as follows: **ESSER_AA**, **ESSER_BB**, **ESSER_CC**, and so on).

## ASSOCIATING ESSER SPECIAL PROGRAMS CODES WITH STUDENTS

Appropriate school/district staff should be consulted to ensure that students are accurately identified for enrollment in ESSER Special Programs in PowerSchool. As detailed in the memo from February 1, "lists of students participating in each (or a cluster) should be provided to the District PowerSchool Administrator for coding in Special Programs."

Students will be associated with the ESSER programs that districts have implemented to support them by following these steps:

A.  On the Start Page, select a student.

B.  Under Enrollment, select **Special Programs**.

C.  On the Special Programs page that appears for the student, click the blue **New** button.

D.  You may enter a comment or leave the field labeled "Comment" blank.

E.  Select the Entry Date that represents the date that the student began being served in the specific ESSER Special Program.

F.  Leave the Exit Date and Exit Reason blank.

G.  In the field labeled "Program," select the appropriate ESSER program code value for the ESSER program in which the student is supported.

H.  Click the blue **Submit** button.

I.  Note that the Program Name for the ESSER program will appear on the Special Programs page for the student with the student's program Entry Date. The Exit Date will be 0/0/0 and will not be specified until after program completion date. The Grade Level will be prepopulated.

## ENTERING THE EXIT DATE FOR SPECIAL PROGRAMS CODES

Population of the Exit Date must take place on or after the final date of the student's participation in the program; Exit Date may not be entered in advance.

A.  On the Start Page, select a student.

B.  Under Enrollment, select **Special Programs**.

C. Click the Entry Date next to the Program Name representing the student's ESSER program.

D. Select the Exit Date that represents the date on which the student will no longer be assigned this ESSER program.

## MASS POPULATING SPECIAL PROGRAM ENROLLMENTS

See PowerSource article 6020 – Importing/Mass Populating Special Program Enrollments.

## MASS EXITING STUDENTS FROM SPECIAL PROGRAMS BEFORE THE END-OF-YEAR PROCESS

Use Special Functions>Group Functions or DDE to exit a group of students or all students actively enrolled in special programs before running the EOY process. For procedural information, see PowerSource article Special Program Enrollments.