



PURPOSE

This document serves as a resource for planning end-of-year data publishing from the Student Information System (SIS), PowerSchool, for example.

From a high-level, it is crucial for year-end data to reflect the student population as of the 180th day of school in each school district.

This means that changes to student data in the SIS intended for the subsequent school year that occur before closing out data publishing for the school year will cause year-end data to be inaccurate. These changes include transferring out students who will not return next school year, changing students' grade levels in anticipation of next school year, etc.

Recommended Steps

Prior to closing out the SIS for the school year:

- ☐ Review the [Data Collection Schedule](#) for data due dates.
- ☐ Review the [PowerSchool End of Year Process Manual for SC Users](#) to ensure end-of-year data submitted to SCDE represents the most accurate information for all students and staff.
- ☐ Correct outstanding data validations:
 - ☐ Data Quality and Reporting (DQR), accessed via SAS Report Portal at <https://appportal.ed.sc.gov/>.
 - ☐ Level Data, accessed through PowerSchool.
 - ☐ EdFi errors and dependencies, accessed through PowerSchool's Data Exchange dashboard page.
- ☐ Check with the district program coordinators/administrators to ensure all student and teacher data are accurate and complete:
 - ☐ Student school enrollment (current year only)
 - ☐ Student demographic and identification data
 - ☐ Incident Management (IM)
 - ☐ Attendance (including data affecting chronic absenteeism and truancy)
 - ☐ Individualized Graduation Plan (IGP)
 - ☐ CTE Placement
 - ☐ Work-Based Learning



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- ☐ Students Not Tested
 - ☐ Stored grades (including data affecting report cards, transcripts, and class rankings)
 - ☐ Student course/activity enrollment
 - ☐ Current year graduation data
 - ☐ 4-Year Cohort Graduation
 - ☐ Teacher data (e.g., demographic data Educator and Certification numbers)
 - ☐ Teacher course/activity assignment
 - ☐ Calendar dates
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- ☐ When the final SIS data are ready to publish, complete this form:
<https://forms.gle/aAEi4oD9dgfw6nSo6>
 - ☐ For school year 2023-24, collect and submit final data through Enrich Data Collection and also Publish Changes for all the categories on the EdFi publishing dashboard in PowerSchool. Then disable daily/nightly automated processes that publishes data through Enrich Data Collection and disable the current school year EdFi profile in PowerSchool.
 - ☐ For school year 2024-25 and beyond, Publish Changes for all the categories on the EdFi publishing dashboard in PowerSchool and then disable the current school year EdFi profile in PowerSchool.

EdFi Data Certification Process

Beginning with 180th day data collection of the 2023-2024 school year, districts are given the opportunity to certify the quality of their year-end data. This includes attaching an export of the Level Data “[Validation Summary Report](#)” to the [Data Closeout Form](#).

For the 24-25 school year, data certification will be considered standard process for each quarterly data publish and both funding collections.

The process for data certification entails the individual publishing the district’s data to read the following statement:

The LEA acknowledges that these data are submitted according to SCDE state reporting requirements. The data submitted here represents accurate data as of the required submission window.



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The LEA has reviewed all data points for errors. The LEA has made use of the tools provided to ensure data quality (Level Data and DQR data validations). The LEA has notified SCDE of any unresolvable issues prior to this data submission window.

The LEA has reviewed the data being submitted in each category with the corresponding and appropriate district-level leader (for example, Director of Special Education, Assessment Coordinator, etc.).

By submitting data, the LEA is agreeing to this statement. Remember, an export of the Level Data “[Validation Summary Report](#)” must be attached to the [Data Closeout Form](#).



Frequently Asked Questions:

1. Should the grade level be changed for a student who will be in a different grade next year?

No, for all students, set the student's NextYearGrade field value to be the upcoming grade level. Based on the value in this field, the EOY process will either promote or retain the student automatically.

2. Should entry and exit dates be changed for the next year before submitting 180-Day data?

No, do not adjust students' entry and exit dates in any way that deviates from their actual dates of enrollment for the current-year enrollment. A student should not be withdrawn just because he/she is not coming back next year.

3. Should the student's school of enrollment for next year be changed now?

No, do not transition students to the school they will be attending the next school year. However, ensure that the next school and next grade are populated appropriately.

4. Should a student be withdrawn from school during the last few days of the current school year?

No, do not withdraw students who will not be attending district schools the next year. Instead, you will No-Show them on the first day of the next school year.

5. What do I do when I have issues with my data publishing or cleaning-up my data errors?

Contact SCDE/ORDA using E-Services ticketing within the Application Web Portal.

6. When do districts begin preparing for final year end data publishing?

The PowerSchool "PRE-End of Year Process (EOY)" usually begins each spring and continues through the May/June timeframe. It is particularly important that districts do not conduct any PowerSchool End of Year Processing/Rollover until after the final data publish.

7. Should entry and exit dates be changed for Special Programs before submitting 180-Day data?



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No, do not edit entry and exit dates for Special Programs before the last day of program participation. During the school year, the special program enrollment exit date must be left blank if the final date of participation is undetermined. The exit date should only be updated when the student exits the program. On the last day of school, all student still enrolled in the program should have no program exit date.

8. How do I register students for summer program before the end of the current school year?

Review [SC School & Program Setup Guide for PowerSchool](#) for remote enrolling students into summer programs.

9. Who do I contact if I need to resubmit my PS Enrich Data Collection after reporting my Planned Date of Final Submission?

Contact Lisa Woodard at lwoodard@ed.sc.gov and/or Tejas Patel at tnpatel@ed.sc.gov. For quicker response, use the subject: "RESUBMIT Final 180 Day Data"

Note: Resubmission of data is not possible (without appropriate archive/backup data) if the district has already started or completed the EOY process.