

**STATE OF SOUTH CAROLINA**  
**DEPARTMENT OF EDUCATION**

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# Step by Step Guide for Funding Reports in PowerSchool

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# 1. Introduction

## Purpose of the Manual

This document provides step by step instructions for creating PowerSchool 45-day and 135-day funding reports for EFA (Membership & Attendance), EIA (Cumulative Class), and Add-on Weightings. Although these reports are no longer required for funding from SCDE, they may provide a useful resource for comparisons with SCDE funding reports. Note that the PowerSchool EFA and AOW initializations must still be executed each school year.

## Target Audience

This manual is intended for PowerSchool Administrators and other district users who are tasked with reviewing district data for funding during the 45<sup>th</sup> Day and/or 135<sup>th</sup> Day Certification windows.

## Organization of the Manual

Section 2 of this manual describes the two initialization processes that must be run at the beginning of the school year. Section 3 details the data entry processes to be completed throughout the school year. Section 4 explains processes specific to preparing funding data reports at the 45<sup>th</sup> and 135<sup>th</sup> Day.








## 2. Initialization Processes

### Overview of Initializations

#### Data & Reporting > Reports > State Initialization

PowerSchool initialization reports can be found by beginning on the PowerSchool start page logged into the District Office. See breadcrumbs above to locate the initialization page.

The state initialization process changes previously entered data values to the default or blank values for the present school year. The initialization processes available to you are shown in the image below.

State Initialization 		
Attendance	Version	Description
 Attendance Code Standardization	2.0	Updates Attendance Codes & Attendance Categories to state approved values.
Miscellaneous	Version	Description
 EFA/EIA Initialization (post-migration)	1.0	Initialization process for SC EFA/EIA (post-migration of EFA/EIA History).
Add-On Weightings	Version	Description
 SC23 Add-On Weightings Initialization	1.0.6	Initialization process for SC Add-On Weightings Fields
Miscellaneous SC Fields	Version	Description
 SC25 Miscellaneous SC Fields Initialization	1.7	Initialization process for Miscellaneous SC Fields
Precode	Version	Description
 SC26 Precode Initialization	2.0	Initialization process for SC Precode Fields
Read To Succeed	Version	Description
 Read to Succeed Initialization	1.0	Initialization process for Read to Succeed

The initializations that relate to this manual are shown above in the green rectangles and will be covered in more detail below.

District PowerSchool Coordinators determine who runs the initialization processes for schools within a district.

**Note that both of these initializations should be run at the beginning of the school year ONLY.**

### EFA/EIA Initialization

The EFA/EIA classification greatly impacts the funding that schools receive. The codes used to determine student eligibility must be current values and initialized via this process at the beginning of each school year. This process erases EFA/EIA codes/dates that were previously

entered for students and clears them for current year's data entry, erases data from the self-contained checkbox, and assigns a default EFA code to all students, except for those enrolled in prekindergarten.

**Before initializing, ensure that the current school year is selected in PowerSchool.**

### Add-On Weightings Initialization

Add-On Weightings are additional classifications that qualify students for additional funding. This process assigns a value of 'N' to all actively enrolled students for the multiple the Add-On Weighting fields. This can be initialized for all schools in a district, a group of schools, or individual schools.

## 3. Data Entry

### EFA/EIA

Select student > Compliance > State/Province – SC > EFA/EIA Classification Information.

#### EFA


School staff should enter new EFA information for students and make appropriate updates throughout the school year after initialization has been run. The breadcrumbs to locate this page are listed above.

### South Carolina State Information

South Carolina State Information	
State ID	2475651636
Include this student in State Reporting	<input type="button" value="Yes"/> ▾
Exclude this student from Ed-Fi Publishing	<input type="button" value="No"/> ▾
Self Contained Class	<input type="checkbox"/>
<a href="#">EFA/EIA Classification Information</a>	
<a href="#">Contacts</a>	
<a href="#">Chronic Absenteeism</a>	
<a href="#">Truancy</a>	
<a href="#">CTE</a>	
<a href="#">Early Childhood</a>	
<a href="#">South Carolina Student Information</a>	
<a href="#">MLP</a>	

Clicking on the EFA/EIA Classification Information link will show the EFA Code Entry page, where users can adjust EFA Codes as needed.

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**EFA Code Entry** 

EFA Code Entry

EIA Code Entry

High Achieving

Add On Weightings

Standardized Test Performance Level

EFA History

EIA History

High Achieving History

Add On Weightings History

Standardized Test Perf Level History

EFA Primary: 

P - Primary

EFA Secondary Codes

EFA 2:

EFA 3:

EFA 4:

EFA 5:

EFA 6:

EFA 7:

EFA 8:

EFA 9:

EFA 10:

Districts should select the highest-weighted EFA code that applies to each student as the “EFA Primary” and fill in EFA 2, EFA 3, etc. with other codes that apply.

### EIA

School staff should enter new EIA information for Prekindergarten students and make appropriate updates throughout the school year after initialization has been run.

Click the EFA/EIA Classification Information link and navigate to the EIA Code Entry page. Enter EIA entries. EIA History for the student is listed at the bottom of this page, but cannot be edited or deleted from this page – to edit or delete EIA History entries, go to the EIA History tab.

**EIA Code Entry**

EFA Code Entry

EIA Code Entry

High Achieving

Add On Weightings

Standardized Test Performance Level

EFA History

EIA History

High Achieving History

Add On Weightings History

Standardized Test Perf Level History

EIA Codes

EIA 1: 

EC4 - 4 Year Olds

EC3 - 3 Year Olds

EC4 - 4 Year Olds

EIA History

Start Date

Stop Date

EIA 1

07-22-24

EC4

Submit

## Add-On Weightings

[Start Page](#) > [Data & Reporting](#) > [Reports](#) > [Compliance Reports](#) > [Add-On Weightings heading](#)

School staff should enter new Add-On Weightings information for students and make appropriate updates throughout the school year after initialization has been run. To locate the page to enter these codes, select a student, then go to **Compliance > State/Province – SC > Add-On Weightings**.

Add On Weightings		
EFA Code Entry	EIA Code Entry	High Achieving
Add On Weightings	Standardized Test Performance Level	EFA History
Add On Weightings History	Standardized Test Perf Level History	High Achieving History
<b>Current Status</b>		
Last Updated	07/26/2024	
Academic Assistance	No	(Not Met on Elementary/Middle School Assessments or High School Assessments)
High Achieving	No	(GTA, GTR, AP, IB)
LEP	No	(ESL value of 1-5, 6.0, A1, A2, A3)
Dual Credit	No	(Approved Dual Enrollment course where 'E' is the 7th character of the Course Number)
Poverty	No	(Directly Certified, Direct Certification Extended, SNAP/TANF, Homeless, Migrant, Runaway, Foster)
<b>Historical Status</b>		
Date Updated	Academic Assistance	High Achieving
	LEP	Dual Credit
	Poverty	

After Add-On Weightings information changes for students (via manual data entry in PowerSchool or after importing SEI files, for example), the SC24 Add-On Weightings Update should be run (school or district level). This will ensure that district-level reports and data publishing to EdFi are accurate. Breadcrumbs to locate this report are listed above.

The resulting PDF from running SC24 will show which students were updated. The Last Updated date on an individual student's AOW page will display the last time that student's AOW data was changed by running SC24.

## Types of Add-On Weightings

### Academic Assistance

Students who scored a “Not Met” on ELA or Math sections of elementary or middle school state standardized tests in the previous school year are eligible to receive an Add-On Weighting for Academic Assistance.

Currently, “Below Basic” and “Not Met” are stored as “1” in Student Performance Level Scores record.

Students who failed end of course tests (EOCEP) for Algebra I or English I (grade = “F” on High School State Assessment) in the previous school year only are eligible to receive an Add-On Weighting for Academic Assistance funding.



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If a student took a particular assessment twice, the lowest score determines the funding allocation.

When manually entering Performance Level data for a student who received an “F” on either EOCEP test, please enter the value “1” for the test. The Add-On Weightings Update (SC24) process will only set the Add-On Weighting indicator (ACAS\_Eligibility\_Ind) to “Y” if the student has a “1” for Performance Level value.

An import of prior year’s test scores will be provided to districts twice yearly with instructions for importing into Student Performance Level fields in PowerSchool. These values can be seen on the Standardized Test Performance Level page. Students without scores in this file may have their data entered manually on the Standardized Test Performance Level History page. Corrections or deletions of records can be made from this page as needed.

### Add State Standardized Test Performance Level

Test Date05/09/2024

SchoolPowerSchool\_Fourteen\_9\_12

Report Year2024-2025

Grade11

Elem/Middle School Performance Level ELA

Elem/Middle School Performance Level Math

High School Performance Level ELA1 - Not Met

High School Performance Level Math1 - Not Met

BackSubmit

After manually adding test scores, they will show in the State Standardized Test Performance Level tab.

State Standardized Test Performance Level						
EFA Code Entry	EIA Code Entry	High Achieving	Add On Weightings	Standardized Test Performance Level	EFA History	EIA History
					Add On Weightings History	Standardized Test Perf Level History
Test Date	Grade	Elem/Middle School Performance Level ELA	Elem/Middle School Performance Level Math	High School Performance Level ELA	High School Performance Level Math	
05/03/2021	9	2 - Met	2 - Met			
05/04/2021	9	2 - Met	2 - Met			
05/04/2022	10				2 - Met	
05/05/2022	10				2 - Met	
05/03/2023	11			2 - Met		
05/04/2023	11			2 - Met		
05/09/2024	11			1 - Not Met	1 - Not Met	

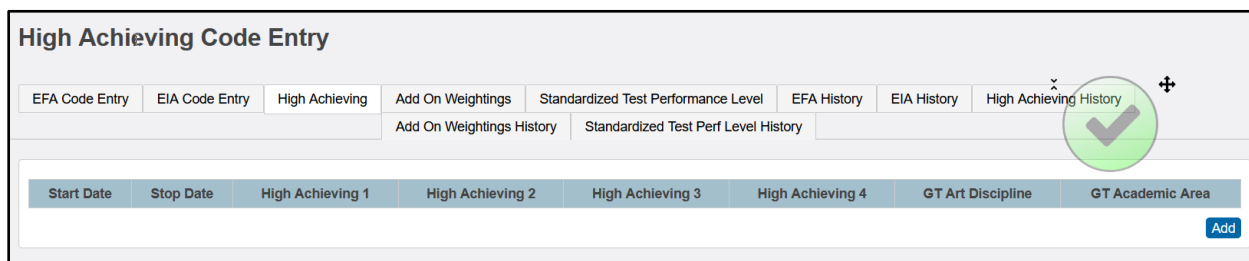
### High Achieving

Values of GTA (G&T Academic), GTR (G&T Artistic), AP (Advanced Placement), and/or IB (International Baccalaureate) may be entered in the High Achieving fields for the current year. In

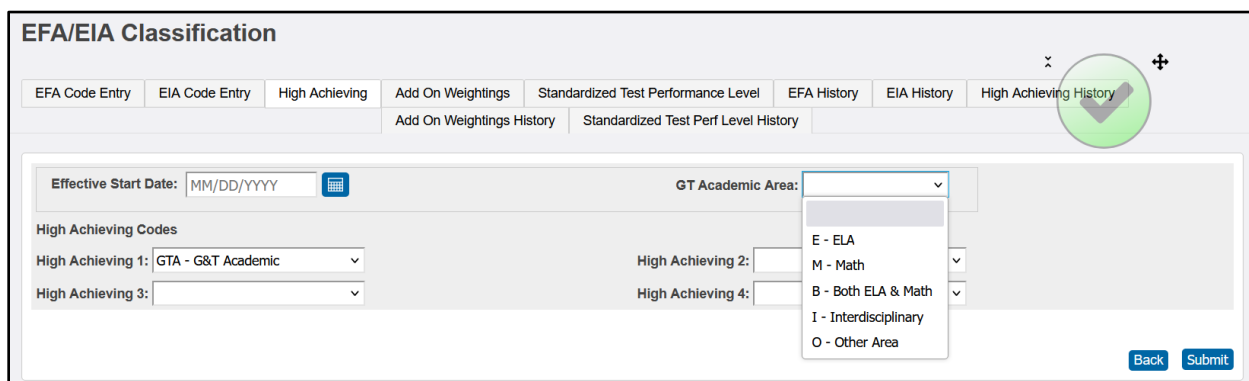
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order for schools to receive funding for High Achieving, the High Achieving 1 field must be completed. Additional High Achieving fields should be completed as accurate, but note that additional funding is not granted for additional High Achieving qualifications.

To add a High Achieving code, navigate to the High Achieving tab and click “Add” –



After selecting a code, enter the Effective Start Date of that code and, if eligible, the area in which the student qualifies, as shown below, then Submit –



**A student’s High Achieving Effective Start Date should be the first day of that student’s enrollment in the current school year**, regardless of when in the year the qualifying course is taken. For example, a student who takes AP History in Semester II would have an Effective Start Date of the first day of the school year/the first day that student was enrolled in the current year.

GT subcodes (Academic Area/Artistic Discipline) are not required for funding, but are required to be entered before the end of the school year by the Office of State and Federal Accountability.

### *Limited English Proficiency (LEP)*

Students are considered eligible for Add-On Weighting funding for LEP if their English Proficiency field values include one of the following: 1-5, 6.0, AL1, or AL2. Students with English Proficiency values of 8-11, M1-M4, AW, and SSI are not funded for LEP.

Students should be evaluated for LEP within the first ten days of a school year or within ten days of their enrollment in a school to determine their eligibility. Results from these evaluations should be entered into PowerSchool by the school’s 45<sup>th</sup> day.

*Pupils in Poverty (PIP)*

To receive PIP funding, one of the following should be true for a student:

- Migrant field checked on SC Student Information page
- Foster home field on SC Student Information page set to Y
- Primary night-time residence field on the Homeless Student Information page is S, D, U, or H

OR

The PIP indicator can be triggered by a district's monthly SEI file upload, indicating Directly Certified, Direct Certification Extended, SNAP/TANF, Homeless, Migrant, Runaway, Foster, and served in the past three years via Medicaid and SNAP/TANF.

A student's inclusion in the current year's SEI file is determined by their poverty status from the preceding year until the current year's first SEI file is released, which then overrides previous SEI file inclusion based on current data.

There is no singular place to view PIP in PowerSchool. Users with the appropriate security access can view a student's PIP status on the Add-On Weightings screen.

*Note: Dual Credit/Dual Enrollment is no longer a funded Add-On Weighting by the SCDE.*

## 4. Other Funding Reports in PowerSchool

### Processes to Run

SC24 Add-On Weightings Update

SC31 High Achieving List

SC27 Add-On Weightings List (CSV)

This list shows any students who qualify for any of the four Add-On Weightings. Enrollment date, grade level, and number of days eligible for Add-On Weightings are listed.

### SC01 Data Verification

(school level) Start Page > Data & Reporting > Reports > Compliance Reports > Legacy Reports heading

The SC01 report lists data issues needing correction before running further funding reports. When running this report, there are multiple options by which to sort or classify data; select the options that best fit your needs.

After the report runs, it will populate a PDF showing data issues needing to be cleaned up before proceeding; clean up data issues indicated here.

**SC01 EFA/EIA Data Verification Report**

Report Name	SC01 EFA/EIA Data Verification		
Version	3.26		
Description	This report lists any EFA or EIA errors in student data that must be corrected prior to creating extracts for sending to the SCDE.		
Comments			
Processing Options	In Background Now ▾		
Specific Date/Time	<input type="text"/> / <input type="text"/>		
Data to be filled	(Check checkbox on the right to save as default value) Reset All ▾		
Sort Options	Student Number ▾	<input type="checkbox"/>	
Select Data to Process	All EFA/EIA Data ▾	<input type="checkbox"/>	
Click the checkbox to exclude Summer School Enrollments.	All EFA/EIA Data	<input type="checkbox"/>	
Click the checkbox to exclude Enrollments for Schools Excluded from State Reporting.	Cumulative Class Extract	<input type="checkbox"/>	
	Membership and Attendance Extract	<input type="checkbox"/>	

Submit

After the report has run and shows no errors, move to the next step.

### SC02 Cumulative Class Report

The SC02 report can be run with a resulting PDF or CSV. This report shows all EIA codes for a school year.

### SC06 Membership & Attendance Report

The SC06 report can be run with a resulting PDF or CSV. This report shows membership days by EFA code, separated by grade level per school.