

**STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION**



**South Carolina School and Program
Setup Guide for PowerSchool
Version 7.0**

Office of Research and Data Analysis

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Version Changes

Version 7.0

- Converted manual to correspond with the enhanced user interface
- Converted navigation text to breadcrumbs
- Language changes throughout
- Updated instructions for remote enrollment, base school enrollment, CTE enrollment.

Version 6.3

- Modified/removed references to “summer”
- Reordered appendices
- Added new appendices for Supplemental Support Identification school (991) and Duplicate Records School (999997)

Version 6.2

- New terms setup procedure for school districts having modified calendars (i.e., year-round school), found in the “Creating a Summer School Session (Years & Terms)” section under “Important Note”
- Language changes throughout
- Section re-ordering

Version 6.1

- Added Stored Grade Procedure for Summer School to Appendix A
- Updated CERDEP Activity Code Use effective 2021-2022
- 17510000 for scheduling CERDEP students into section/class
- Do not use 17520000,1751SS00, 1751ES00, 17530000, 17540000

Version 6.0

- Removed E: Middle/High Summer School
- Added new Appendix G: Summer School Program ID Numbers

Version 5.0

- Converted to SC School Setup Guide and moved references to Summer Schools/Programs to Appendix
- Relabeled Appendices

Version 4.1

- Added additional Program Specifics to appendices.
- Correction to StatePrid field for school number.

Version 4.0

- Added Appendix D: Academic Recovery Camp
- All references to dates are clarified for current/upcoming school terms.
- Added section for EFA/EIA Membership Coding

Version 3.0

- Added Appendix C: Middle/High Summer School

Introduction

This guide is a school/program setup manual for district-level PowerSchool administrators. All manner of schools and schedules are covered in these instructions, including remote/summer school setup and year-round schools. Version 7.0 converts this manual for use with PowerSchool enhanced user interface.

Districts may choose to have schools or programs set up in PowerSchool. This document does not distinguish between schools and programs. For purposes of this document, the terms ‘school’ and ‘program’ may be used interchangeably. Guidance on the difference between a school and a program should be directed to the South Carolina Department of Education (SCDE), Office of Federal and State Accountability.

How to Use this Manual

District and School Administrator Levels

District-level PowerSchool administrators will complete steps when logged in under the District Office profile and under an individual school profile, depending on the task. For example, Years and Terms must be set up both at the district and school levels. Switching between the two profiles is done from the Start Page in the upper right corner from a dropdown menu. The instructions prompt when to switch. If you are not finding the needed navigational prompts, this may mean you need to switch to the other profile to complete the step. Checking back a few steps in the instructions can clarify.

Dates

Dates in this document reference previous school years. As districts use this document to create future schools/years and terms, users should follow appropriate dates aligned with new/current school year terms.

Breadcrumbs

Breadcrumbs are provided for quicker navigation.

The Start Page is often where navigation begins in PowerSchool. Click “PowerSchool SIS” in the upper left corner to return to the Start Page.

All menu options are found in the left navigation menu and sub-menus will appear moving right. The first breadcrumb is the Start Page, followed by an option from the lefthand navigation menu, and then any submenu options.

For example, the breadcrumb for the screenshot below would appear like this:

[Start Page](#) > [Data and Reporting](#) > [Data Management](#) > [Change History Records](#)

Click to return to Start Page.

The screenshot displays the PowerSchool SIS interface. At the top, a blue header contains the PowerSchool SIS logo. Below the header is a vertical navigation sidebar on the left with icons and labels for 'People', 'BrightArrow', 'Attendance', 'Health', 'School Enrollment', 'Courses and Programs', and 'Data and Reporting'. The 'Data and Reporting' menu is expanded, showing a sub-menu titled 'Data and Reporting' with the following items: 'PSCB DEV Reports', 'Data Management' (highlighted), 'Exports', 'Form Reports', 'Imports', 'Reports', 'Report Queue', 'District Reports', and 'Data Exchange'. To the right of the sub-menu, a list of actions is displayed: 'Change History Records' (underlined), 'Student and Staff Photos', 'Validate Staff Data', 'Validate Student Addresses', 'Validate Student Boundary Membership', and 'Validate Student Data'. A mouse cursor is visible at the bottom right of the interface.

Creating and Setting Up a School/Program

Preparation

1. Before setting up the school, discuss the details for the program to be implemented with the district administration for each school. Verify the following information:
2. Which students will attend and enroll in the school/program?
3. Which teachers will serve which students?
4. Who will serve as the principal administrator or principal for the school?
5. What are the start and end dates?
6. What are the start and end times each day?
7. Which days should be in-session days counting towards membership?
8. Where are the programs physically located? How will you code for sections based on locations across the district?
9. Do teachers/site administrators know to take attendance and mark absences and tardiness? Which absence codes will need to be used for specific programs?
10. Has the coordinator for the school determined the number of minutes a student may be late to be counted tardy or absent for the day?

District Information

Verify or Correct District Information

From the district level:

[Start Page](#) > [District Management](#) > [District Setup](#) > [District Info](#)

1. From the Start Page, make sure you are at the **District Office level** in the upper right corner.
2. Verify or correct any district information on this page.
3. Locate the Summer School Year drop-down menu and select “Next.”
4. Click “Submit.”

District Level Years and Terms

Verify that Years & Terms setup values for the next school year have been added to your instance of PowerSchool. If there is not a year and term(s) for the next school year, follow these steps:

From the District level:

[Start Page](#) > [District Management](#) > [Scheduling](#) > [Years and Terms](#)

1. Click “New.”
2. Name of School Year: For example, *20xx-20xx*
3. Abbreviation: Last two digits of new year (*xx-xx*)
4. First Day of School: For example, *08/17/20xx*
5. Last Day of School: For example, *06/07/20xx*

Note: One or more template calendars can be created at the District Office. These templates can then be pushed out to schools to quicken the initial Calendar Setup process for districts that have multiple schools with similar calendars. You may need to set more than one district template if you have high, middle, or elementary schools with different calendars.

- Years and Terms District Office 24-25 Year

Create New School Year

		Example Entry
Name of School Year	<input type="text" value="2024-2025"/>	2001-2002
Abbreviation	<input type="text" value="24-25"/>	01-02
First Day of School	<input type="text" value="08/01/2024"/>	08/23/2001
Last Day of School	<input type="text" value="05/29/2025"/>	06/05/2002

Note: Once a year has been created, it cannot be deleted.

[Submit](#)

School Information

Setting Up a School

Setup should follow the indicated standard fields as closely as possible so that data are consistent with reporting expectations.

From the school level:

[Start Page](#) > [District Management](#) > [District Setup](#) > [School Info](#)

1. Create a new school by clicking “New.” The Edit School page appears.
2. Enter the following field values:

School Information

- School Name: Enter the school name. (See Appendices for summer programs.)
- School Abbreviation: Enter the school abbreviation. (See Appendices.)
- Is a Summer School: For summer schools, check the box.
- School Address (Full) Enter the address, city, state, zip code, phone and fax numbers. Enter the physical location of the school. If your school has more than one location, enter the district office address instead.
- School Address, School City, School State/Province, School Postal/Zip Code: enter.
- School County Name, School County Number: enter.
- School Number: Enter the program-specific school number. (See Appendices.)
Note: Once this number is entered, you cannot change it later.
- Alternate School Number: repeat school number from above.
- StatePrid: Enter the three-digit program-specific school number. (See Appendices.)
- Exclude From State Reporting?: Leave UNCHECKED.
- Grades: Enter the lowest and highest values depending on student population for the specific program.
- School Category: District-defined
- Historical Grade Levels: Leave as 0 for both fields.
- Default Next School: Leave as 0 for schools/programs. Can also be district-defined.
- Sort Order: You may enter a number so that this school appears at the top, bottom or somewhere in-between, depending on where you wish this school to be listed.
- When Scheduling, Display Courses From: This field is not applicable for the summer school programs. “Next School” should be selected.

School Administration Information

Consult the district program liaison or coordinator to know whose contact information should be in this section.

School Fee Information

- Fee Exemption Status: Select from the dropdown list “Students Exempted from All Fees.”

Other Information

- Student Program Link: leave None Selected unless directed otherwise.

Provide Administrators Access to this New School

Before you can access this new school, you must include it in your list through security setup.

From the district level:

Start Page > Staff Search / Selection > Staff Profile > Admin Access and Roles >

1. To the far right of Roles and Schools, click the Add button (see screenshot below).
2. Find and check the newly created school box. Click “OK.”
3. Follow district guidelines for assigning roles. Click “OK.”
4. Verify that you see listed the newly added school. Scroll down and click “Submit.”
5. Repeat these steps for additional staff as needed.
6. **To access this new school for continuing your setup, you must log out of PowerSchool and then log back in.**



Creating a New School Year (School-Level)

You must create the school year for all active schools. Then create school terms within the year date range. Set the first day of the year and term to the first date for your school. Traditional school year terms must have a total of 180 in-session days.

The steps below are to create traditional and year-round school terms. Summer schools must be established separately with their own school years and terms. (See Appendix B.)

Continue your setup by changing from the **District Office level** to the newly created school/program profile in the upper right corner of the Start Page.

From the school level:

Start Page > Scheduling > Calendar > Years and Terms

1. On the Years and Terms page, click “New.” The Create New School Year page appears.
2. Enter information using the example below as a guide:
 - a. Name of School Year: For example, 20xx-20xx

- b. Abbreviation: Last two digits of new year (*xx-xx*)
 - c. First Day of School: For example, *08/17/20xx*
 - d. Last Day of School: For example, *06/07/20xx*
3. Click “Submit.” The Years and Terms page displays the new school year.

PowerSchool_Forty-Seven_9_12 24-25 Year

Create New School Year

		Example Entry
Name of School Year	2024-2025	2001-2002
Abbreviation	24-25	01-02
First Day of School	08/01/2024	08/23/2001
Last Day of School	05/29/2025	06/05/2002

Note: Once a year has been created, it cannot be deleted.

Submit

Run the Special Data Operation ‘Load Server Reports’ to view your reports.

From the district level:

Start Page > System Management > Server > Special Data Operations

Enter the following field values:

Field	Description
Operation	Choose the operation from the pop-up menu.
Server	Choose the task server you want to start from the pop-up menu.
Param 1	Leave blank.
Param 2	Leave blank.
Code	Send an email to PowerSchool@ed.sc.gov for this code.

Defining Terms

If multiple sessions or shorter terms of school are needed, create a term for each session, otherwise only a “year” term is needed and was already created when defining the school year. Create terms from largest to smallest. For example, create Semester 1 and then Semester 2, and if the school has additional sub terms, like Quarters, create those next. Do not delete terms; correct them using the Edit Terms page.

Define Additional Terms (Optional)

From the school level:

Start Page > School Management > Scheduling > Years and Terms

1. On the Years and Terms page, click “Edit Terms” to the right of the school year for which you want to define terms. The Term Setup page appears.

2. Click “New.” The Edit Term page appears.
3. Enter the following field values:
 - Name of the Term: Enter the name of the term, indicating when it occurs during the academic year, such as, Semester 1, etc.
 - Abbreviation: Enter a term abbreviation, such as S1.
 - First Day of Term: Enter the date of the first day of the term.
 - Last Day of Term: Enter the date of the last day of the term.
 - What portion of the school year does this term represent? If you need multiple school sessions, select the fraction or item that represents the portion of the school session during which the term takes place. For example, if you define Semester 1 and your school has two semesters, Semester 1 represents one half of your school session.
Note: Term dates cannot overlap within a school.
 - Import File Term #: If you plan to import schedule or historical data from another system and the data are different from the abbreviation you define, enter the term code the other system uses to represent this term.
4. Click “Submit.” The Term Setup page displays the edited terms.

Edit Term	
Field	Value
Name of Term	Semester 1
Abbreviation	S1 (example: Q1) <small>Note: This abbreviation must start with a letter. Do not use a number by itself.</small>
First Day of Term	08/16/2023
Last Day of Term	12/20/2023
What portion of the school year does this term represent?	1/2
Suppress Classes For This Term From Parent/Student Users	<input type="checkbox"/>
Import File Term #	0

Defining Periods and Days

From the school level:

[Start Page](#) > [School Management](#) > [Scheduling](#) > [Years and Terms](#)

1. On the Years and Terms page, click the name of the Year term, for example, 20xx-20xx. The Edit School Year page appears.
2. Enter the following field values:
 - Periods: Choose the appropriate value from the drop-down.
 - Days: Choose the appropriate value from the drop-down.

Note: Periods and day values can be district-defined and vary by school and grade levels served. These values could be different if your district has a need for creative scheduling.
3. Click “Submit.” The Years and Terms page displays the edited school year.

Years and Terms PowerSchool_Forty-Seven_9_12 24-25 Year

Edit School Year

Option	Value
Name of School Year	<input type="text" value="2024-2025"/> (example: 2000-2001)
Abbreviation	<input type="text" value="24-25"/> (example: 00-01)
First Day of School	07/22/2024
Last Day of School	05/29/2025
Periods	<input type="text" value="8"/>
Days	<input type="text" value="1"/>

Adding Course Activity Codes to the Course List

Course Activity Code(s) must be added and made available for school use. Check the list of district courses in PowerSchool to see if the desired course(s) already exist or need to be created. Make sure you are at the **District Office level** in the upper right corner of the Start Page to check this.

From the district level:

[Start Page](#) > [District Management](#) > [Courses and Programs](#) > [Courses](#)

The Courses page appears with a list of active courses. Select the correct school(s) and year, if not already indicated. Click the + at the end of the Status row to reveal a search bar to locate specific courses. You can also search by browsing the list on each page.

You may also view the list of Inactive courses by deselecting Active and clicking the Inactive box in the Status row. Click “Apply” in the bottom right corner to search.

For any existing course(s) you would like to add to the new school:

1. Click “Edit availability for Schools and Years” at the bottom of the page.
2. Select the school years for the course and click “Next.”
3. Select the new school(s) to assign the course. (*Note: At the bottom left of the screen “Make Available” is the default option.*) Click “Next.”
4. Click “Submit” and you should see the list of available courses for the school. (Make sure to reset any filtering, if needed, to see the complete list.)

If the course activity code(s) do not already exist in the district list, create one or more courses with the following steps. Be sure to use only approved courses from the [Course Activity Codes Excel workbook](#), which is located <https://ed.sc.gov/data/information-systems/> under the Data Dictionaries and entitled “SCDE Course Code Database.”

Click “New Course” in the upper right corner and the New Course page appears.

1. Populate the fields as follows:
 - Course Name: Enter the Program-specific name. (See Appendices.)
 - Course Number: Enter the Program-specific number. (See Appendices.)
 - Select the newly created school(s) from the Associate Course with Schools field.

Scroll down to continue entry in these fields:

- Available School Years: Check the box for the desired school year(s).

- Credit hours, credit type, GPA points, etc.: Add relevant information if the course is for high school credit.
- Default Maximum Enrollment: District-defined
- Course Notes: Enter any program or district-specific notes.
- Grade Scale: District-defined if not included in Uniform Grading Policy, for example, 10 Pt 4.0 Scale.
- Exclude from Attendance: Program-specific (See Appendices.)
- Exclude from Storing Final Grades: Program-specific (See Appendices.)
- Exclude from GPA: Program-specific (See Appendices.)
- Exclude from Class Rank: Program-specific (See Appendices.)
- Exclude from Honor Roll: Program-specific (See Appendices.)
- Use the Course for Lunch: Program-specific (See Appendices.)
- Exclude on Report Cards/Transcripts: Program-specific (See Appendices.)

2. Click “Submit.” The new course appears on the Courses page.

Follow these steps to associate the newly created courses with your school or program:

From the school level:

[Start Page](#) > [School Management](#) > [Courses and Programs](#) > [Courses](#)

1. On the Courses page, click Manage Courses for this school in the top center of the page. The Available Courses for 20xx-20xx page appears with lists of available and unavailable courses.
2. Check the box next to the class you want to activate. (You can also deselect the checkbox next to the classes you want to deactivate.)
3. Click “Submit.” The Courses page appears.

Setting up Attendance Codes

Use attendance codes to define values, points, and calculations for school-specific attendance codes. You must set up or verify attendance codes before teachers can take attendance in PowerSchool.

Verify that you are at the District Office and the school year you are configuring selected in the upper right corner of the Start Page is the current year. Run the Attendance Code Standardization Report.

From the district level:

[Start Page](#) > [Data and Reporting](#) > [Reports](#) > [State Initialization](#) > [Attendance Code Standardization](#)

After running the Attendance Standardization Report, attendance codes should match the codes listed here: <https://ps-compliance.powerschool-docs.com/pssis-sc/latest/attendance-codes>

Specifying the General Attendance Preferences

Attendance preferences are school-specific; for example, CERDEP differs from Read to Succeed. (See Appendices.)

From the school level:

[Start Page](#) > [School Management](#) > [Attendance](#) > [Attendance Preferences](#)

1. On the Attendance Preferences page, enter the following information:

Recording

- Attendance recording methods: Both Meeting and Daily must be checked.
- Meeting and daily attendance bridge: Two-way, keep records in synch.
- Audit attendance records: District choice. Please consult with your district technology director for hardware allowances.
- Default attendance page: Program-specific or district-defined (See Appendices).
- Enable multiple character attendance codes: Check the box.
- Prevent Attendance page submit if blank attendance is used (PowerTeacher): District choice.
- Number of school days teachers may alter attendance prior to current date (PowerTeacher): District-defined
- Number of school days teachers may alter attendance after the current date (PowerTeacher): District-defined
- Show Saturday and Sunday on attendance views: District-defined
- Start of Week: Monday

Meeting Attendance Clock in / Clock Out Thresholds

Tardy

Threshold Type

Threshold Value

Absent

Threshold Type

Threshold Value

Calculating and Reporting

- Calculation accuracy: 2 decimal places
- Count Meeting attendance recorded at another school for students enrolled at this school/program: Check this box.
- Count these codes for period conversion: Presents
- Round or truncate: Round

Daily Attendance Calculations

- Enable ADA Periods and Passing Time Deductions: Leave unchecked.
- Deduct Passing Time: Select “No.”

Consecutive Absences Notification

(District-defined, below is PowerSchool recommended.)

- Enable Notification: Check the Box
- Minimum Days Stored: 1
- Maximum Days Stored: 20
- Notification Threshold: 1

Incident Actions

- Enable Writing Attendance from Incident Actions: Check the box.
- Restrict Attendance Codes to Mapped Incident Action Codes: Check the box.

2. Click “Submit.” The Changes Recorded page appears.

Adding the FTE Code

It is imperative for membership calculations that all grades in schools have a default FTE assigned.

From the school level:

[Start Page](#) > [School Management](#) > [Attendance](#) > [Full-Time Equivalencies](#)

1. On the Full-Time Equivalencies page, click “New.” The New FTE Code page appears.
2. Enter the following field values:
 - Name: Full Time
 - Default Attendance Mode: Program-specific (see Appendices) or district-defined.
 - Default Attendance Conversion: Time to Day
 - Description: District decision
 - Default for These Grades: Check all grade levels that are displayed.
3. Click “Submit.” The Full-Time Equivalencies (FTE) page displays the new FTE code.

Adding Attendance Conversions

Set up attendance conversions to calculate attendance. After creating attendance conversions, set up attendance conversion items.

From the school level:

[Start Page](#) > [School Management](#) > [Attendance](#) > [Attendance Conversions](#)

1. On the Attendance Conversions page, click “New.”
2. In the Name field, enter “SCDE Attendance.”
3. Click “Submit.” The Attendance Conversions page displays the new attendance conversion.

Setting up the Bell Schedule and Items

Set up bell schedules to correlate periods with the times that the periods meet and to determine which periods are taught on which calendar days. Bell schedule items indicate the start and end times for each period, which can be used to calculate daily attendance and average daily attendance. All periods used for scheduling purposes must have an associated bell schedule.

From the school level:

[Start Page](#) > [School Management](#) > [Scheduling](#) > [Schedule](#) > [Bell Schedule](#)

1. On the Bell Schedules page, click “New.”
2. Enter the following field values:
 - Name: Regular (or district-defined)
 - Attendance Conversion Method: SCDE Attendance
3. Click “Submit.” The new bell schedule appears on the Bell Schedules page.

Add items to the bell schedule you created:

1. Click “Edit Schedule” next to the bell schedule you created. The Bell Schedule page appears.
2. Click “New” in the upper right corner of the page. The New Bell Schedule Item page appears.
3. Enter the following field values:
 - Period: Default is 1 since only one period needs to be defined in Years and Terms.
 - Start Time: Start of the school/program day (For example, 8:00 AM)
 - End Time: End of the school/program day (For example, 2:30 PM for 6.5-hour day or 4:30 for 8.5-hour day)
 - Counts for ADA: Check the box.
 - Use for Daily Attendance: Check the box (only for Daily Attendance schools/programs; only one period in the bell schedule can be used for daily attendance)
 - Default Time In: Start of the school/program day
 - Default Time Out: End of the school/program day
4. Click “Submit.”

Adding Period, Time, and Code Items to Attendance Conversion

From the school level:

[Start Page](#) > [School Management](#) > [Attendance](#) > [Attendance Conversions](#)

1. On the Attendance Conversions page, click “(NONE)” in the **Period column** next to the conversion item. The Period-to-Day Attendance Conversion page appears.
2. Enter the following field values:
 - Periods Present = 0; Day Attendance Value = 0 (Enter this information in the first line only.)
 - For all remaining lines enter Day Attendance Value = 1
3. Click “Submit.”

Click “Attendance Conversions” in the navigation path above to return to the Attendance Conversions page. Continue with the steps below to add **time items**:

1. Click “(NONE)” in the **Time column** next to the conversion item. The Time-to-Day Attendance Conversion page appears.
2. Enter the following field values:
 - Minutes Present = 0; Day Attendance Value = 0 (Enter this in the first line only.)
 - In row 2: Minutes Present = ### (This value is equal to one minute more than half the sum of all minutes included in all the periods defined in the Bell Schedule); Day Attendance Value = 1
3. Click “Submit.”

Click “Attendance Conversions” in the navigation path above to return to the Attendance Conversions page. Continue with the steps below to add or verify code items:

1. Click “(NONE)” in the **Code column** next to the conversion item. The Code-to-Day Attendance Conversion page appears.
2. Day Attendance Value = 1 for a student in attendance and receiving any kind of approved instruction. Otherwise, Day Attendance Value = 0.
3. Refer to the PowerSchool Attendance Setup Guide (linked above) to see which Day Attendance Values are district-choice; otherwise, Day Attendance Values should match what is listed in the PowerSchool Attendance Setup Guide.

Setting up the Calendar

From the school level:

[Start Page](#) > [School Management](#) > [Scheduling](#) > [Calendar](#) > [Configure Calendar](#)

Determine the start and end dates for the school/program.

1. On the Configure Calendar page, click a month to view its calendar (top of page, center). For example, click 8/23 to view the calendar for August 2023.
2. Verify the default values entered for each day. An “In-session” calendar day must have a populated Cycle Day and Bell Schedule. Verify all in-session days and total days ensuring that only those days students will attend are marked as School In-Session (check the box) and Membership Value (set to 1). Non-school days should be blank for School In-Session and zero for Membership Value. Verify or correct the school’s calendar for each month the school will be in session.

Note: If the calendar is not completely set up, it will not be possible to take student attendance, and the attendance for the students will not reflect accurately on final reports.

Assign Teachers to the School/Program

Once staff decisions have been made, assign teachers access to the school/program. From the Start Page, switch to the District Office level in the upper right corner and make sure the correct academic year shows.

From the district level:

[Start Page > Staff Search / Selection](#)

1. On the Start Page, search for and select a staff member. The staff record will open.

[Staff Profile > User Access > Account Access and Affiliations](#)

2. On the School Affiliations row, click “Add” at the far right of the page. The Add Schools menu appears.
3. Check the box next to each school you want to add. Click “OK.” The selected School and Staff Type appear on the Account Access and Affiliations page. The Active checkbox is automatically selected.
4. Next to each added school, choose Teacher from the Staff Type drop-down menu.
5. Click “Submit.”

Once teachers and courses have been assigned to a school, sections may be associated with them.

Create Course Sections and Assign to Teachers

During section creation, assign a teacher to the section. From the Start Page, switch to the **school level profile** in the upper right corner and make sure the correct academic year shows.

From the school level:

[Start Page > School Management > Courses and Programs > Course Sections](#)

1. On the Course Sections page, from the lefthand list of courses, click the course for which you want to create a section. The selected course page appears.
2. Click “New” on the far right of the page. Complete the Edit Section page that appears, adding a teacher for the section.
3. Click “Submit.” The course information page displays the new section.

Direct Enrolling Students

DO NOT USE THE DIRECT ENROLLMENT PROCESS FOR SUMMER SCHOOLS OR PROGRAMS.

Enrolling a New Student into School

1. From the Start Page, verify the school profile and term for the enrolling student have been selected correctly in the upper right corner of the page.

From the school level:

[Start Page > School Enrollment > Enroll New Student](#)

2. Populate the Enroll New Student page with the required information:
 - Preferred Name (Last, First, Middle if applicable)
 - Legal Name (Last, First, Middle if applicable)

- DOB
- Legal Gender
- Social Security Number
- Phone Number
- Enrollment Date
- Full-Time Equivalency
- Grade Level
- Entry Code
- District of Residence
- Information for Family Match
- Home Address

3. Click “Submit.”

- If no possible duplicates are found, the student will be successfully enrolled.

Note: PowerSchool uses the student's Last Name, Date of Birth, Social Security Number and Home Phone Number to search for duplicate records.

- If the new student already exists, select the student’s already existing record to avoid enrolling a duplicate.
- If the new student does not exist in the list of possible students, click Enroll at the bottom of the screen to proceed with the new enrollment.
- If information was entered for Family Match, PowerSchool will return possible matches.

Enrolling a New Student into Course Sections

Follow the steps below to add a section to a student schedule. From the Start Page, verify the school profile and term for the enrolling student have been selected correctly in the upper right corner of the page.

From the school level:

[Start Page](#) > [School Management](#) > [Courses and Programs](#) > [Course Sections](#)

On the Course Sections page, take note of the course and section number, term, and expression.

From the school level:

[Start Page](#) > [Student Search / Selection](#)

Select a student on the Start Page. The student record page opens.

From the school level:

[Courses and Programs](#) > [Course Schedule](#) > [Course Request Management](#) > [Modify Course Schedule Requests](#)

1. Choose the Modify Course Schedule – Requests for 20xx-20xx (current school year).

2. Change the term at the top of the page to the term associated with the section. If the correct term is not selected, the section will not display. For example, if the 2024-2025 year term is selected, sections assigned to Semester 1 or Semester 2 will not display.
3. From the Functions tab, enter the effective enrollment date, course number and the period for the section, then click “Find.” The page will load with a list of sections matching the search criteria.
4. To enroll the student in a section, click on the course name. The student will automatically be enrolled using the effective enrollment date and the page will re-load with a list of enrollments.

Note: If the new enrollment is not displayed on the Modify Schedule student screen, verify that the term at the top of the page is correct. If it was necessary to enroll the student in a different term than originally intended, such as Semester 2 instead of Semester 1, the section will not display if the term at the top of the page is still set to Semester 1.

Group Enrollment into Sections

Use the Mass Register function to enroll a group of students into the same course/section at the same time. The students must be enrolled on a date that is marked in session on the calendar, otherwise there will be an error: "cannot create section enrollment record in database."

From the school level:

[Start Page > Student Search / Selection](#)

Make a selection of students from the Start Page for mass registration.

[Courses and Programs > Mass Register](#)

1. From Courses and Programs, select Mass Register.
2. Enroll the students in a section by either:
 - Choosing a Teacher and an Expression.
 - Entering the Course.Section. For example, if the course number is 12345 and the section number is 1, enter "12345.1."
3. Click the course for which the selection of students will be enrolled. The Mass Register Preview appears.
4. Enter the enrollment date by clicking Edit Date. This is usually the first day of class. For example, if you are enrolling students into a Semester 2 course, the enrollment date will be the first day of the Semester 2 term.
5. Click “Enroll Student” to enroll for the first time or “Enroll Students and Reschedule” to re-enroll a student in a course they have already taken. If a student has already taken a course, it will show in the Student Registration Summary, as shown below:

Mass Register Preview

Entry Date: 09/03/2024 [Edit Date](#)

Section Summary:

Course Name	Course Number	Section	Term	Fees	Pending Registration Count	Class Status
General Music	15610000	K3	2024-2025	No	25/35	Section found

Student Registration Summary:

Student Number	Student Name	Action
82462	Hilderbrand, Allannah Maycie	Already Enrolled in 15610000.K3 on 07/24/2024
43559	Hood, Marilyn Maite	Enroll in 15610000.K3 on 09/03/2024
86347	Hornung, Talia Ivana	Enroll in 15610000.K3 on 09/03/2024
67331	Huang, Alanna Rex	Enroll in 15610000.K3 on 09/03/2024

[← Back](#) [Enroll Students](#) [Enroll Students and Reschedule](#)

6. If you have rescheduled time for a student, you will be redirected to the class roster and should receive a confirmation message stating that changes have been saved.

Note: Users who do not have access privileges to the Modify Schedule student screen will not be able to use the Mass Register function.

Pre-Registered Students

Correctly pre-registering students will create a student record with an enroll status of -1 (Pre-Registered). It also creates a pending enrollment that will become active during the nightly process at 12 AM on the date entered on the "Enroll New Student" page.

To pre-register a student for the upcoming school year, follow the steps below:

1. Select the school the student will be enrolled in next year.
2. Navigate to Start Page > School Management > Scheduling > Years & Terms and verify that the Years & Terms for the upcoming school year have been created.
3. Ensure that the term at the top of the page is the year term for the upcoming school year.
4. Navigate to Start Page > School Enrollment > Enroll New Student.
5. Populate the fields. For Enrollment Date, enter the first day of the upcoming school year. Also, verify that the Grade Level entered is the student's grade level for the upcoming school year.
6. Submit the page.
7. To schedule the student, follow the above guidelines for "Enrolling a new student into course sections."

Group Enrollment of Pre-registered Students

If there is a group of pre-registered students (from the same home school), the group function can be used to enroll them into the same course sections. Follow the above instructions for "Group Enrollment into Sections."

EFA/ EIA Membership Coding

From the school or district level:

[Student Selection > Compliance > State/Province SC > EFA/EIA Code Entry or EFA/EIA History](#)

School staff should enter new EFA and EIA information for students and make appropriate updates via the State/Province - SC page. Clicking the EFA/EIA Classification Information link will display the EFA Code Entry page with access to the EIA Code Entry tab/page. Access to the EFA History and EIA History tabs/pages is based on how your district has configured security.

EFA History												
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			
	Start Date	Stop Date	EFA Primary	EFA 2	EFA 3	EFA 4	EFA 5	EFA 6	EFA 7	EFA 8	EFA 9	EFA 10
Edit	08/08/2024	09/09/2024	EL									
Edit	09/10/2024		AU									

Dropping a Course for a Student

To drop a class for a student while remaining enrolled in other classes at the same school:

1. Verify the correct school and term are selected in the upper right corner of the Start Page.

From the school level:

[Start Page > Student Search / Selection](#)

2. Search for and select a student. The student record will open.

[Courses and Programs > Modify Course Schedule \(Enrollments tab\)](#)

3. Locate the section from the list of current enrollments. If the section is not listed, verify that the term at the top of the page encompasses the date range of the section.
4. Check the box next to the section under "Drop" (far right).
5. Click "Drop Selected" at the bottom of the page.
6. On the Drop Classes page, enter the student's exit date for the section. The exit date is the day after the student's last day in class. For example, if the student last attended the class on Friday March 13th, then the exit date is Saturday March 14th. The exit date must be after the student's last day in class in order to take attendance on the last day. (Attendance cannot be taken on the exit date.)

Withdrawing a Student from School

To transfer a single student out of school:

From the school or district level:

[Start Page > Student Search / Selection](#)

1. On the Start Page, search for and select the student. The student record opens.

[School Enrollment](#) > [Transfers](#) > [Transfer Out of School](#)

2. Enter the following field values:
 - **Transfer Comment:** Enter a comment to record why/where the student is being transferred. (Please include the school/state/country has reported transferring to, and school name, if known).
 - **Date of transfer:** The day after the student's last day of instruction.
 - **Exit Code:** Select an appropriate exit code from the dropdown menu.
 - **Check here if student intends to enroll in school during the next school year:** Selecting this checkbox preserves the student's scheduling information, such as Next Year Grade, Course Requests, etc. If unchecked, these are cleared.
 - Click "Submit."

After this process, the student will no longer appear as active in the database and will be automatically dropped from the teacher's roster.

No-Shows

When a student is enrolled in a school for a specific year but does not show up within the first 10 days of the school year, they are referred to as a "No-Show." After the tenth day of school, if students have not appeared, their record should be transferred out with an exit date equal to their entry date, and an exit code of "No Show / Never Enrolled (NS)."

From the district or school level:
[Start Page](#) > [Student Search / Selection](#)

1. On the Start Page, search for and select the student. The student record will open.

[School Enrollment](#) > [Enrollment History](#)

2. On the Enrollment History page, note the entry date for the student's current enrollment.

[School Enrollment](#) > [Transfer Out of School](#)

3. Enter a Transfer Comment stating that the student is a No-Show.
4. Enter the Date of Transfer. This date should be equal to the student's entry date from step 2.
5. Select the Exit Code of "No Show / Never Enrolled (NS)."
6. Click "Submit."

[Compliance](#) > [South Carolina Student Information](#)

7. Populate an appropriate "No Show Reason" code (middle of page).
8. Click "Submit."

If the date of transfer is on or before the current date, the student will be transferred out immediately. This scenario is common when transferring out a No-Show student during the school year.

If the date of transfer is a future date, the transfer will be a pending transfer and will be processed automatically when the transfer date arrives.

Withdrawing Pre-Registered Students

PowerSchool does not allow users to perform the Transfer Out function for pre-registered students.

If it is not desirable to wait until the student's entry date (when they will become active) to mark the student as a No-Show, perform the following steps to transfer the student out of school:

From the school or district level:
[Start Page > Student Search / Selection](#)

1. Search for and select the pre-registered student. The student record opens.

[School Enrollment > Enrollment History](#)

2. Select the student's current enrollment.
3. Change the student's exit date to the same date as the student's entry date.
4. Select the Exit Code of “No Show / Never Enrolled (NS).”
5. Click “Submit.”
6. Using Student Field Value function from the start page, select the field for 'enroll_status' and enter a new value of 2 (Transferred Out).
8. Submit the Page.
9. Confirm the value change from -1 to 2 on the next page and click submit.
10. Navigate to the Student Information page on State/Province – SC.
11. Populate an appropriate “No Show Reason” code on this page.
12. Submit the changes.

End-of-Year Processes

PowerSchool has two different End-of-Year processes that districts use annually. The traditional End-of-Year process is typically run during the summer after the 180-day school year ends and moves students to their assigned grade and school for the following year.

The End-of-Summer-School Process clears out several fields related to summer school and can be run anytime during the school year prior to the start of the next summer terms as a separate process from the End-of-Year process.

Specific information related to the traditional **End-of-Year** Process for PowerSchool can be found in the [PowerSchool End-of-Year Process Manual for SC Users](#), linked underneath “End of Year” on this page: <https://ed.sc.gov/data/information-systems/power-school/sis-documents/End-of-Summer-School> Process information can be found in Appendix B.

Assigning/Verifying Student Indicators

The values below are referenced during scheduling and used by the end-of-year process to determine student school assignments and promotion/demotion.

- Next Year Grade – Used in conjunction with the Next School indicator to determine what scheduling options are available to the student; also used during the end-of-year process to determine what grade level the student will be assigned for the next school year.
- Summer School Indicator – Represents the school a student will be enrolled in for the upcoming summer school session; also used to determine if a student should display in its search results for a Summer School.
- Next School Indicator – Represents which school a student will be enrolled in for the next school year during the end-of-year process; used in conjunction with the Next Year Grade indicator to determine which scheduling options are available to the student.

Locate Missing Indicators

To locate any missing values for a student, use the following search criteria:

From the school or district level:
[Start Page > Student Search / Selection](#)

In the search bar, enter:

- “Sched_NextYearGrade=”
- “Next_School=”
- “SummerSchoolID=”

Note: A search with no argument after the equals sign looks for students for whom the value is blank.

For any students with blank indicators, select the student.

[Courses and Programs > Scheduling Settings](#)

Enter the correct values for Next Year Grade, Summer School Indicator, and Next School Indicator, as appropriate.

You may also work with your selected group one grade at a time by using Select Students By Hand. Select all the students from one grade level and then change their records all at once by using the Student Field Value function.

Another way to enter this information is to use PowerSchool's Importing & Exporting features to change the fields for all the students in the group at once instead of one student at a time or one grade level at a time.

[Data and Reporting > Imports > Data Import Manager](#)

[Data and Reporting > Exports > Data Export Manager](#)

Appendix A: Program ID Numbers

In PowerSchool, the school number field is traditionally reserved for the last 3 digits of the assigned/official school code (SIDN). The field where this number is entered allows for more than 3 digits. To facilitate future expansion of summer programs across multiple sites in a district (these are programs and not assigned/official schools) while maintaining summer program reporting, this field may include exactly three or six digits.

There are two cases where this procedure is applied:

1. **Summer programs not specified by an SCDE program office** (i.e., not included as appendices in this document or otherwise issued standard program numbers by the agency) must be set up using 497 in the school number field.
2. **Summer programs that are specified by SCDE** for specific reporting purposes must be set up using the program-specific number.

Application of Extended Program Numbers:

The first 3 digits of the school number field define the specific program for reporting purposes. The second 3 digits of the school number field may be used if a district requires SIS setup for multiple sites of the specific program.

Examples:

- a) If a district requires multiple sites for the Read to Succeed Summer Reading Camp, Site A could be 498001; site B could use 498002; and site C could use 498003, etc. Alternatively, all three sites could be configured within the single 498 school number.
- b) If a district requires multiple sites for summer programs not specified by SCDE, High School A's (school number 001) summer school number could be 497001; High School B's (school number 107) could be 497107; etc. Alternatively, both sites could be configured within the single 497 school number.
- c) See chart below for additional examples.

Program Name	Program ID Number Prefix	Example Program Number to be used in a District
Summer School Program	497	497 or 497001 or 497107
CERDEP	499	499 or 499001 or 499002 or 499003
Read to Succeed	498	498 or 498005 or 498006 or 498010
Academic Recovery Camp	507	507001
Virtual / Remote Program	700 – 730	700 or 700005 or 703006

Program-Specific Information

School/Program Name: [Program Name] – [District/School Abbreviation]

For Example: CERDEP – BES

School/Program Abbreviation: [Program Abbreviation] – [District/School Abbreviation]

School/Program Number: reference above

Note: To reiterate, districts may choose to have a single or multiple summer program numbers.

Appendix B: Summer School and Modified Calendars

Districts offering summer school(s) and/or program(s) should set these up as a separate school in the district's PowerSchool instance. Once the summer school is created, settings such as attendance, courses and sections, terms, and schedules must be generated for the summer session.

This appendix provides guidance for creating and setting up a summer school in PowerSchool. It also provides needed information on the tasks necessary to complete prior to enrolling students, creating summer school records, completing the summer school process, and assisting in preparation for the next school year.

Note: If it is necessary to set up a remote summer school session for programs, consult PowerSchool Support to ensure you are setting all the functions necessary to include fees and grading.

Summer School-Specific Information

- Years and Terms:** Ensure the last day of the term is on or after August 1. If your district operates on a modified school calendar (i.e., year-round school), see the section below labeled "Important Notes."
- Activity Codes:** For course activity codes for summer programs, refer to the program office memoranda, other appendices in this guide specific to the summer program, or other information such as the [Course Activity Codes](#).
- Enrollment Method:** Remote Enrollment Method
- End-of-Year Process:** Summer school uses the End-of-Summer-School Process separate from the traditional End-of-Year process.

Creating a Summer School Session (Years and Terms)

The end date for summer school sessions determines whether the summer school is assigned term IDs associated to the current/previous school year or to the next school year. To comply with South Carolina reporting, all reported summer sessions must have an end date on or after August 1 so that the TermID is associated with the next school year. This summer term end date should be prior to the start of the fall semester. Keep in mind, only the days in which students are served within that summer session should be coded as In Session and In Membership on the calendar setup page.

Important Note: The school year must be created for a summer school. Create summer school terms within that newly created year. Set the first day of school to the first date for your summer school or the first day after the traditional school year ends (cannot overlap with the prior school year). Set the last day to a date on or after August 1, such as 08/01/xx or the date in August your program ends. In Calendar Setup, only mark the days in which students are served within the term as In Session and In Membership.

< Years and Terms District Office 24-25 Year

Create New School Year

		Example Entry
Name of School Year	2025 Summer School	2001-2002
Abbreviation	25SS	01-02
First Day of School	06/02/2025	08/23/2001
Last Day of School	08/04/2025	06/05/2002

Note: Once a year has been created, it cannot be deleted.

[Submit](#)

Modified School Calendar Workaround

If your district operates under a modified school calendar (i.e., year-round school), after setting the last day of the summer school term to a date on or after August 1 and saving the configuration, immediately change the end date to another day in July that does not overlap with the fall term for other schools in the district. This means you'll set up the summer term with an end date in August, save your work, then go back into the setup and change the end date to a day in July prior to the fall start date.

Enrolling Students

DO NOT USE THE DIRECT ENROLLMENT PROCESS FOR SUMMER SCHOOLS. Follow the steps in Appendix C for the Remote Enrollment Method for all summer school students.

Storing Grades for Remote Summer School

Initiate Store Grades process from the student's active school with the following considerations:

- The selected term context must match the same school year as the TermID of the summer school year so that the correct Final Grade/Reporting Terms are available.
- **Important:** Under Exclude/Include Class Enrollments, select the option labeled "Include only enrollment records that are currently active and that were active on this date:"
 - Select a date that is toward the end of the summer school session and outside of normal school year dates, otherwise previously stored grades for the home school may be stored again.
- Select the Store grades for classes enrolled at "All Schools" so that remote summer school enrollments are included.
- Select the desired option for "Record the school name of" to indicate whether the home school or summer school name should be stored with the grades.
- Under Classes, by term length, you may need to select Yes for "Show all terms?"

It is important that "Classes by term length" is showing terms with the same year ID as the summer school session. If you are unsure of the year ID for either the normal school or the summer school, you can check by navigating to [Start Page > School > Years & Terms > Edit Terms](#), then clicking the name of the year-long term. The year ID used by the system is the unlabeled number at the bottom of the page.

Note: If the summer school session has the TermID for the next year and you need to store grades for the current year, you will need to change the Default term level on the [District > Miscellaneous](#) page to Next School Year. This setting can be returned to its normal setting after grades are stored.

End-of-Summer-School Process

The regular PowerSchool end-of-year process no longer automatically clears the Student Summer School Indicator. There is a separate process for end-of-summer school.

Decide when to run the end-of-summer-school process based on your data reporting needs. This process clears out the student attendee list. For archiving purposes, create any student rosters prior to running this process. Student records will be held in inactive status at the summer school after this process is executed (search using the '/' to locate those records). This process must be run **BEFORE** the next summer school term. This process does the following:

- Clears all students' SummerSchoolIDs
- Clears SummerSchoolNotes
- Clears the Student Summer School Indicator
- Carries forward or clears students' fee balances when used

Note: Before using this function, be sure that the server can run uninterrupted while this process runs through to completion. THIS PROCESS IS IRREVERSIBLE. It is recommended to have a data backup prior to executing this process.

Performing the End-of-Summer School Process

From the district level:

[Start Page](#) > [District Management](#) > [School Rollover](#) > [End-of-Summer-School Processing](#)

1. On the End-of-Summer-School Processing page, select the Transfer Method.
2. Click "End-of-Summer-School Processing." A confirmation message appears.

Appendix C: Remote Enrollment Method

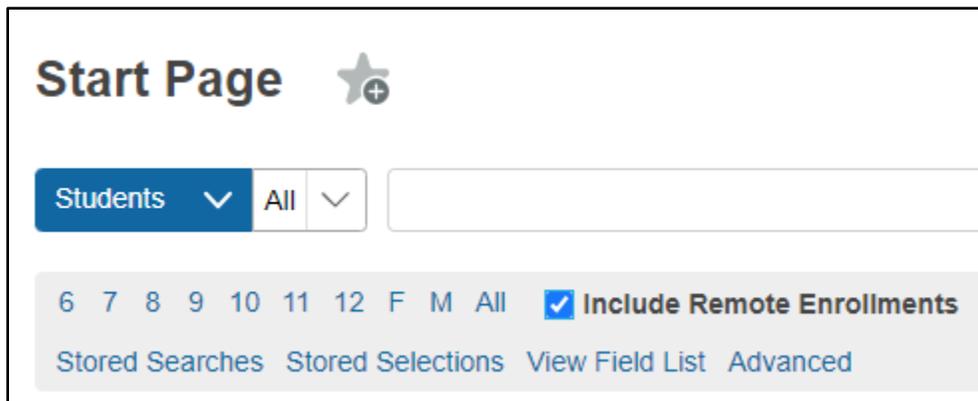
The remote enrollment method was introduced in PowerSchool version 10.1.4. It permits students to remain enrolled in their base schools while also enrolled as remote students at other schools. Remote enrollment during summer school creates an additional enrollment record on the student's Enrollment History page that tracks the remote school enrollment without impacting the student's current enrollment.

The remote enrollment approach best fits the needs for setting up a summer school or summer program. This method has the advantage of not disrupting normal base school operations and allows the End-of-Year process to be run at any time between the end of the previous school year and the start of the new school year.

Search for Remote Enrolled Students

“Remote” enrolled students are enrolled in one or more classes at a selected school while maintaining their enrollment at their base school.

1. On the Start Page, from the district level, enter search criteria in the search field.
2. Or, from the school level, select the Include Remote Enrollments checkbox to search for students who are enrolled/remotely enrolled at the selected school.
3. Click the Search icon to initiate the search.
4. Note the School column for students with remote enrollments.



The screenshot shows the 'Start Page' search interface. At the top left, it says 'Start Page' with a star icon. Below this, there are two dropdown menus: 'Students' and 'All'. To the right of these is a search input field. Below the search field, there are several filters: '6', '7', '8', '9', '10', '11', '12', 'F', 'M', 'All', and a checked checkbox for 'Include Remote Enrollments'. At the bottom, there are links for 'Stored Searches', 'Stored Selections', 'View Field List', and 'Advanced'.

Note: Alternatively, if at the school level, leave the Include Remote Enrollments checkbox blank to search for students who are enrolled at the selected school. If the checkbox is selected, the home school of all students returned is included in the display.

Enroll a Single Active Student

Students who are eligible to take a course at another school will not be transferred to that school. Students may be enrolled in courses at other remote schools as long as the other schools share the same district PowerSchool system.

From the school level:

[Start Page > Student Search / Selection](#)

1. On the Start Page, search for and select a student from the base school. The student record opens.

[Courses and Programs > Remote and Summer School Registration](#)

2. On the Remote and Summer School Registration page, enter the following field values:
 - Show Summer Schools Only: Check the box to filter for summer schools
 - School Where the Class is Held: Select the summer school
 - Course: Select the appropriate course from the list
 - Section: Select the section to assign the student
 - Grade: Enter the student's grade level.
 - Entry Code: Eligible for State Funding
 - FTE: Select FTE.
 - Registration Date: Enter the date the student begins instruction.
3. Click "Submit." A confirmation message appears.

Remote Enrollment into CTE Courses

The South Carolina Department of Education (SCDE) must be able to accurately determine the location of Career and Technical Education (CTE) courses not taught at a student's base school as well as identify the teachers of those courses. These data affect funding allocations and the state's ability to provide effective support to those offering CTE courses across the state.

The best way to promote data accuracy in this domain is through the implementation of remote schools; please note that "remote" does not refer to virtual schools but rather to PowerSchool schools that are created in connection with a base school that exists in PowerSchool.

Beginning with the 2024-25 school year, SCDE will no longer collect the "Where Taught" remote location fields and will require that remote schools be created in PowerSchool for CTE courses not taught at a student's base school.

How does this work?

Remote schools are set up in PowerSchool at the school level. Base school PowerSchool administrators can grant access to the CTE personnel at the remote school that is created so

that they can enter data (such as for attendance, grades, and courses, etc.) only for areas related to their remote CTE school in PowerSchool.

Students may attend several different remote CTE schools (i.e., same base school students may be enrolled in two or more different remote CTE schools), so districts will want to ensure that there is a PowerSchool remote school set up for each remote CTE school in preparation for next year and moving forward.

Most districts already have remote schools set up for several reasons (such as other programs or school types), and some districts are already using remote schools for courses being taught at career centers.

If the CTE center is at the physical location of the base school *AND* if the school number is the same for the CTE center and the base school, direct enrollment (as opposed to remote enrollment) is what should occur. In other words, if the CTE program isn't reported independently of the high school, then remote enrollments for CTE courses are not necessary.

Best Practices for Remote Enrollment into CTE Courses

- As soon as possible the year prior:
 - The CTE center
 - makes a list of their course offerings,
 - makes their schedule,
 - determines how many seats each high school can have for CTE enrollment, and
 - shares the above with the local high schools.
- Upon receiving the above:
 - The local high schools then
 - build those courses into their schedules, ensuring that they do not exceed the seat limit specified by the CTE center for each school;
 - they then go through the PowerScheduler process at their high schools to enroll students into those courses.
- Finally:
 - The CTE center
 - gains access to the schedules at the local high schools,
 - finds the students enrolled in CTE courses,
 - and then remotely enrolls those students in those courses at their CTE center, after which they then drop them from the courses at the home school.
 - Once they have completed the above for a given course section, the CTE center will then set the course section maximum at the home school to 0 for

that section so that no one at the base school accidentally enrolls more students into that section.

Mass Remote Enrollment into Summer School Class(es)

From the school level:

[Start Page > Student Search / Selection](#)

1. On the Start Page search for and select the group of students. Use “Select by Hand” or select a group of students. (Alternatively, make a selection of students from the Mass Remote and Summer School Registration page.)

[Courses and Programs > Mass Remote and Summer School Registration](#)

2. On the Mass Remote and Summer School Registration page, enter the following field values:
 - Show Summer Schools Only: Check the box to filter for summer schools
 - School Where the Class is Held: Select the Summer School
 - Course: Select the appropriate course from the list
 - Section: Select the section to assign the student
 - Grade: Enter the student’s grade level.
 - Entry Code: Eligible for State Funding
 - FTE: Select FTE.
 - Registration Date: Enter the date the student begins instruction.
3. Click “Submit.” A confirmation message appears.

Pre-Registered Students

Search for Pre-Registered Enrollments

“Pre-Registered” students are pre-registered in one or more classes at a selected school while maintaining their enrollment at their home school.

On the Start Page, on the Students Tab, use “/Enroll_Status=-1” to search for pre-registered students.

Enroll a Single Pre-Registered Student

To enroll a single pre-registered student into the summer program:

1. On the start page, search for and select a student from the base school.
2. Select School Enrollment > Scheduling Settings. The Scheduling Setup page appears.
3. Use the following information to enter values in the fields:
 - a. Next Year Grade: Verify that Next Year Grade is set to the grade level for the student in his/her next school year in the base school.

- b. Priority: Enter the appropriate value.
- c. Schedule This Student: Check the checkbox.
- d. Allow the student to submit requests: Check the checkbox.
- e. Summer School Indicator: Select appropriate program.
- f. Note for Summer School Admin: Enter appropriate information.
- g. Tentative Next School Indicator: Verify it is set to the base school in which the student will be enrolled for his/her next school year.
- h. Optional Settings: Skip unless otherwise directed.

4. Submit.

Group Enrollment of Pre-registered Students

1. If there is a group of pre-registered students from the same base school who will be in the same grade level at the summer school program, the group function can be used to enroll these students into the summer program. Remember to use caution when selecting student field value functions to change the summer school indicator as this change is irreversible.
2. Return to the Start Page and use the same group of pre-registered students or the single student using the Student Field Value function to change the Enroll Status from -1 (pre-registered) to 0 (active) so that the student can be scheduled and have attendance taken for the summer school session.
3. Click Submit.
4. Once submitted, follow typical enrollment procedures for students as provided under “Group Enrollment into Remote/Summer School Classes.”

Note: This status does not need to be changed at the end of the summer school session for these students.

Dropping a Course for a Student

To drop a class for a student while remaining enrolled in summer school classes at the same school:

1. Verify the correct school and term are selected in the upper right corner of the Start Page.

From the school level:

[Start Page > Student Search / Selection](#)

2. Search for and select a student. The student record will open.

[Courses and Programs > Modify Course Schedule \(Enrollments tab\)](#)

3. Drop the course from the Modify Course Schedule page.

Withdrawing a Student from Remote Summer School

Withdrawing a student from summer school is a multi-step, manual process that includes dropping the course sections as well as setting the school exit date.

From the school or district level:

[Start Page > Student Search / Selection](#)

1. On the Start Page, search for and select the student. The student record opens.

[Courses and Programs > Modify Course Schedule \(Enrollments tab\)](#)

2. Drop the summer school course(s).

[School Enrollment > Enrollment History](#)

3. Select the summer school enrollment under the Previous Enrollments section and enter an Exit Date and Exit Code.

No-Shows

No-Showing a student is a multi-step, manual process which involves removing the student from the course sections as well as setting the school enrollment and exit dates to match.

[Start Page > Student Search / Selection](#)

1. On the Start Page, search for and select the student. The student record will open.

[Courses and Programs > Modify Course Schedule](#)

2. On the Modify Schedule page, drop the summer school course(s) with an exit date the same as the entry date for the course(s).

[School Enrollment > Enrollment History](#)

3. On the Enrollment History page, select the summer school enrollment. Under the 'Previous Enrollments' section, modify the exit code to be "No Show / Never Enrolled (NS)" and the exit date to match the entry date.

[Compliance > South Carolina Student Information](#)

4. On the South Carolina Student Information page, enter an appropriate "No Show Reason."
5. Click "Submit."

Appendix D: CERDEP

Office of Early Learning and Literacy

The South Carolina Proviso 1.55 provides funds to school districts to expand their current Child Early Reading and Development Education Program (CERDEP) for PreK four-year-old students. The CERDEP districts were given options to increase the length of the program to a maximum of 8.5 hours per day, to extend the year to 220 days, or to fund a summer program which is limited to no more than 10 weeks in length and no more than 8.5 hours per day.

If districts request to expand their CERDEP summer program with either a summer program or an extended school year, they must schedule their CERDEP students into PowerSchool (PS) summer sessions to meet the data reporting requirements. This document will step the PS Administrators in those districts through a standard procedure for the CERDEP Summer Program – either the extended year or the summer session. For the extended year summer program/session, a district may also choose to extend the number of hours in the day. For the summer program/session, the district may choose to extend the number of hours in the day as well. Each type of session needs to be coded with appropriate activity code(s) per day.

The district Early Childhood (EC) Coordinator can provide information on which summer program the district administrators select for the PreK 4 students: extended year or summer session.

Extended Year

There is no break between the end of the current school year and the beginning of the summer session; that is, if the last day of the current year is May 31, the first day of the summer session will be June 1 or the next non-weekend day.

Summer Session

There is a break between the end of the current school year and the first day of the summer session. For example, if the last day of the current year is May 31, the first day for the summer session may be June 2, 5 or 11.

Please contact Wendy Burgess with policy questions and approved applications: wburgess@ed.sc.gov or (803)734-5858.

Please send PowerSchool setup questions to PowerSchool@ed.sc.gov.

The district EC Coordinator will need to provide the names of the teachers who will work with the students and identify the location(s) for the summer sessions. The physical site must be a certified CERDEP School, and the teachers must be certified to work with the students. Note: If there are more than ten students assigned to a section, you must also assign the teacher and assistant to the section; for ten or fewer, only one teacher will be assigned.

Program-Specific Information

School Name:	CERDEP Summer Program
School Abbreviation:	CSP
School Number:	499
Grades:	-2 thru 0 (PreK 4 through K)
Activity Code:	17510000
Exclude from Attendance:	DO NOT CHECK THIS BOX
Exclude from Storing Final Grades:	CHECK THIS BOX
Exclude from GPA:	Check Exclude
Exclude from Class Rank:	Check Exclude
Exclude from Honor Roll:	Check Exclude
Use the Course for Lunch:	Leave blank; do not check.
Exclude on Report Cards/Transcripts:	Check this box.
Attendance Recording Method:	Daily
Default Attendance Page:	Daily
FTE Default Attendance Mode:	Daily
Enrollment Method:	Remote Enrollment Method (See Appendix C).

Appendix E: Read to Succeed
Office of Early Learning and Literacy

Act 284 (Read to Succeed Act) was passed in 2014 to address literacy performance in South Carolina and put in place a comprehensive system of support to ensure SC students graduate on time with the literacy skills they need to be successful in college, careers, and citizenship. The core goal of Read to Succeed is to increase the number of students statewide who can proficiently read and comprehend grade-level texts, particularly in the early grades.

Act 284 directs that a third-grade student is eligible for retention if the student fails to demonstrate reading proficiency at the end of the third grade as indicated by scoring the equivalent of Not Met 1 on the SC Ready Reading assessment. A student may be exempt from retention if they meet one or more Good Cause Exemptions. The Office of Early Learning and Literacy (OELL) is required to report on the number of third graders promoted to fourth grade and the number of third graders retained under the legislation.

The legislation also requires that districts offer a Summer Reading Camp (SRC) to third graders who are eligible for retention. A district may also include students from other grade levels who are not demonstrating reading proficiency. The OELL is required to report the total number of students served at summer reading camps and the number of students who successfully complete the camps by grade level.

This information collected in PowerSchool for the OELL will allow the office to do the following:

- Meet the data reporting requirements under the Read to Succeed Act
- Advocate for the continued funding of Summer Reading Camps
- Track the progress of students during and after Summer Reading Camps

The district Read to Succeed liaison or Summer Reading Camp coordinator will need to provide the names of the teachers who will work with the students and identify the location(s) for the summer sessions.

Program-Specific Information

School Name:	Read to Succeed Summer Reading Camp
School Abbreviation:	R2S
School Number:	498
Grades:	-1 thru 6 (4K through 6th Grade)
Course Name:	Summer Reading Camp R2S
Course Number:	1024__00
Activity Code:	1024__00 (Fifth and sixth characters of the activity code are district-defined.)
Exclude from Attendance:	DO NOT CHECK THIS BOX.
Exclude from Storing Final Grades:	CHECK THIS BOX.
Exclude from GPA:	Check Exclude.
Exclude from Class Rank:	Check Exclude.
Exclude from Honor Roll:	Check Exclude.
Use the Course for Lunch:	Leave blank; do not check.

Exclude on Report Cards/Transcripts: Check this box.
Attendance Recording Method: Daily
Default Attendance Page: Daily
FTE Default Attendance Mode: Daily
Enrollment Method: Remote Enrollment Method (See Appendix C).

Appendix F: Academic Recovery Camp

State COVID relief funds are no longer available for Academic Recovery Camps. For Summer Reading Camp enrollment, please use the Read to Succeed Summer Reading Camp school set-up information.

Of the available funding appropriated to the state through the Coronavirus Relief Funds (CRF), money has been allocated to provide Academic Recovery Camps (ARC) in reading and math for identified students in grades K-3. This funding must be used by districts to provide a face-to-face summer program to strategically work with students by providing instruction.

Act 142 (passed on June 26, 2020) includes additional requirements for camps holding Academic Recovery Camps. Districts may host an Academic Recovery Camp for any at-risk students in grades K-3. The camps must be face-to-face and should address both reading and math. School districts utilizing this funding should assess students at the beginning and end of camp and are required to report pre- and post- assessment information to the South Carolina Department of Education.

Program-Specific Information

School Name:	Academic Recovery Camp
School Abbreviation:	ARC
School Number:	507
Grades:	0 thru 3 (K through 3rd Grade; may include additional grade levels per district decision to be funded locally)
Course Name:	Homeroom
Course Number:	0896____ or 0897____
Activity Code:	0896____ or 0897__ (5th-8th characters of the activity code are district-defined.)
Exclude from Attendance:	DO NOT CHECK THIS BOX.
Exclude from Storing Final Grades:	CHECK THIS BOX.
Exclude from GPA:	Check Exclude.
Exclude from Class Rank:	Check Exclude.
Exclude from Honor Roll:	Check Exclude.
Use the Course for Lunch:	Leave blank; do not check.
Exclude on Report Cards/Transcripts:	Check this box.
Attendance Recording Method:	Daily
Default Attendance Page:	Daily
FTE Default Attendance Mode:	Daily
Enrollment Method:	Remote Enrollment Method (See Appendix C.)

Enrollment and Attendance

Districts must identify in PowerSchool all students who meet the district's qualifications for attendance, including those that do not attend but are invited to ARC. Identification of

students will be accomplished by enrolling all students who meet the district's qualifications for attendance into the ARC school. Those that do not attend but were invited will be No-Showed prior to the completion of ARC following the No-Show procedures as listed earlier in this manual (i.e., exit date = entry date, withdrawal code of "NS," and removing from course sections).

Attendance reporting is a necessary component of ARC execution. Configure the ARC school to use a bridge period to record daily attendance as taken from the homeroom course name/activity code.

Appendix G: Traditional 180-day Virtual/Remote Schools

For the purposes of this guide, the virtual/remote schools in this section could be any number of school or program options that exist during the traditional 180-day calendar of the school year. Students enrolled in these schools/programs remain enrolled at their home school and have course enrollments reflected at the remote school.

Per South Carolina Board of Education (SBE) Regulation 43-234 VII D2: The name and code number of every course that each student takes must be entered into the student data collection system active master scheduler at the time the student takes the course. Courses may not be added to the student's course history (transcript) without first being entered into the scheduler.

Districts will need to decide which schools/programs to set up as remote schools in PowerSchool. Students will remain enrolled in their home schools while also enrolled as remote students at other schools.

Program-Specific Information

School Name:	[District Name/School Name] Virtual Program
School Abbreviation:	District-defined
School Number:	700 – 730 (Districts may choose to have single or multiple remote schools. Each school would have its own unique number from the given range.)
Grades:	[grade levels as appropriate for the program]
Course Name:	[Refer to the Course Activity Codes list.]
Course Number:	[Refer to the Course Activity Codes list.]
Activity Code:	[Refer to the Course Activity Codes list.]
Exclude from Attendance:	DO NOT CHECK THIS BOX.
Exclude from Storing Final Grades:	DO NOT CHECK THIS BOX.
Exclude from GPA:	DO NOT CHECK THIS BOX.
Exclude from Class Rank:	DO NOT CHECK THIS BOX.
Exclude from Honor Roll:	DO NOT CHECK THIS BOX.
Use the Course for Lunch:	Leave blank; do not check.
Exclude on Report Cards/Transcripts:	DO NOT CHECK THIS BOX.
Attendance Recording Method:	Meeting and Daily
Default Attendance Page:	Meeting
FTE Default Attendance Mode:	Daily
Enrollment Method:	Remote Enrollment Method (See Appendix C.)
Number of Calendar Days:	180 days, must match the home school calendar

Appendix H: Supplemental Support Identification School
Office of Special Education Services

Children who participate in district functions, such as sports programming, standardized testing, special education services, etc., and who are not enrolled in a "home school" in PowerSchool as an FTE for the assignment of a State ID, should be enrolled into the Supplemental Support Identification School (991). This school assignment must also be used for any non-FTE students with a disability to obtain a State ID for the U.S. Department of Education, Center for the Integration of IDEA Data (CIID) Generate system.

When enrolling EEI participants in this school, please refer to the Instructions for Importing/Enrolling Children Receiving Supplemental Support into PowerSchool / Assigning SUNS IDs document. Years and Terms will need to be created for the SSI school – one year-long term would suffice - as well as attendance conversions and FTE components.

Program-Specific Information

School Name:	Supplemental Support Identification
School Abbreviation:	SSI
School Number:	991
Grades:	-9 thru 13
Attendance Recording Method:	Daily
Default Attendance Page:	Daily
FTE Default Attendance Mode:	Daily
Enrollment Method:	Direct Enrollment Method

Appendix I: Duplicate Records School
Office of Research and Data Analysis

The purpose of the Duplicate Records School is to be a holding/storage location for student records that are duplicated within the database.

Prior to enrolling students at any school in the district, registrars should confirm the student record does not already exist within the district. As part of the enrollment process a duplicate search should be included that checks for existing records. The potential to create a duplicate student record is inherent to the process. Deleting student records potentially creates orphaned records within the database and should be avoided.

When duplicates exist, schools should identify one record to continue using going forward; this will be the active record. Any historical grades, attendance, contacts, etc. from the duplicate record(s) need to be added to the active record. The duplicate record should be inactivated and then transferred to the duplicate record school. There should not be an active enrollment for the duplicate record student at any school.

Program-Specific Information

School Name:	Duplicate Records School
School Abbreviation:	DRS
School Number:	999997
Grades:	-9 thru 13
Attendance Recording Method:	Daily
Default Attendance Page:	Daily
FTE Default Attendance Mode:	Daily
Enrollment Method:	N/A
Enroll_status:	2 – Not Active