SOUTH CAROLINA DEPARTMENT OF EDUCATION

Student Information System Data Entry Manual (SISDEM)

Office of Information Technology

November 2026

South Carolina Department of Education

Contents

Introduction 1
Using this Document 1
Attendance 2
Attendance Codes 2
Attendance Code Categories 4
Attendance Conversions 6
Full-Time Equivalencies (FTE) 6
Calendar 8
Bell Schedules 8
New Bell Schedule 9
Edit Bell Schedule Item 9
Calendar Setup 10
District Information 12
Demographics 15
Historical Grades 21
Individualized Graduation Plan (IGP) Success Planner 24
Incident Management 30
Other Information 33
Scheduling 34
Courses 34
Edit Course 37
Add a New Course 41
Cycle Days 45
Edit Cycle Day 46
Sections 48
Years and Terms 56
Edit School Year – District and School Level 57
Edit Term 58
Student Scheduling Setup 60
Schools and School Information 62

South Carolina State Information 65
State ID: 65
Include this student in State Reporting: 65
Ed-Fi Publishing: 65
Career and Technical Education (CTE) 68
Early Childhood 74
EFA/EIA Classification Information 79
EFA and EIA Initialization 79
EFA Code Entry and EFA History 80
EIA Code Entry and EIA History 83
High Achieving Code Entry and High Achieving History 85
Add On Weightings and Add On Weightings History 87
SC23 Add-On Weightings Initialization 87
SC24 Add-On Weightings Update 87
Standardized Test Performance Level and History 91
Multilingual Learner Program (MLP) 93
Homeless Student Information 98
Privacy and Security 101
Precode 103
Read to Succeed 109
South Carolina Student Information 115
SC25 Miscellaneous SC Fields Initialization 121
Students Not Tested on State Assessments 135
Transportation 139
Truancy 142
Work-Based Learning 144
Student Programs 153
Staff 166
Staff Assignments 170
Associated Procedures 170
Enrollment Information 173

Edit Current/Previous Enrollment 174
Appendix A 177

Revision History

Light edits were applied to the Introduction.
The Load Code/Subcode procedure was added to the Incident Management section.
Field updates to the Read To Succeed page were added.
Exclude this Student from Ed-Fi Publishing on the South Carolina State Information page has been relabeled to 'Ed-Fi Publishing' with new dropdown values.
VOC and VOC2 were removed as EFA values.
Added the CR_Grade12_Spring value to the Precode section.
Removed the Waiver field (S_SC_STU_X.Waiver_Ind) from the SC Student Information Page and MLP sections since it was removed from the user interface.
Removed the SchoolOfResidence field from the SC Student Information section and added it to the Edit Current / Previous Enrollment section since it was moved in the user interface.
Added a note to the School of Residence field in the Edit Current / Previous Enrollment section that it is required for students attending a district who are from outside their zoned district or school. Also noted in the Accepted values column that the values depend on the District of Residence.
The SC25 Initialization process was updated to show that EnglProf values of 'SSI' become blank and 'M4' become '8' during initialization. Districts must add the Former ML or Never ML values when 8 becomes a selected Engl_Prof.
The Staff Assignments section was updated to describe the new functionality for its automatic creation in PowerSchool. The new values for the StaffClassification field are updated.
The CTSO Membership 1 & 2 fields were removed from the Career and Technical Education (CTE) list of fields. These are no longer on the CTE page in PowerSchool as of 26.9.2.0.
Updates as of January 2026 with PS State Reporting version 26.1.2.0
Fixed title of manual.
Corrected typo for Immigrant Funding Exception, Home Based explanations. Updated all relevant mentions of Special Programs to Student Programs.
Removed tables for MLP codes and replaced with link to officially published reference doc.
Updates and additions for the following fields and values: • SC Student Information > Foster Status Screener: NA – Not In Foster Care • SC-WBL to Attendance Codes • ELP Score on WIDA Alternate Screener: removed 1, 2, added <3 • Added exit code W43 (Out-of-Country)
Updated contact info for At Risk Programs (EEDA Grants) list on the Student Programs Codes table

Introduction

PowerSchool (PS) is the student information system (SIS) the South Carolina Department of Education (SCDE) provides to school districts as the main source for maintaining student data. The SCDE works with PS developers to update data fields, values, and pages for accurate reporting. School- and district-level personnel input, validate, and maintain the data, which are later transferred via district and state APIs. The submitted data are used to fulfill SC state and federal data reporting mandates.

Using this Document

Navigational breadcrumbs at the start of each section within square brackets indicate a user action. For example, **[Student Selection]** indicates that selecting a student is needed to continue navigation.

PS pages are accessed from the district level or school level, and sometimes through both. Navigation that includes **District Management** is an indication to operate from the district level, while **School Management** means to change to school level.

Screenshots provided are from test servers with mock data.

Throughout this guide, the SCDE function or program office name is included for each subject area for content-related questions.

Figure 1. *Location of Breadcrumbs and Program Office Information*



To report eScholar problems or other technical issues not related to PowerSchool, submit an e-Support request through the SCDE Member Center.

Ed-Fi publishing issues should be addressed through Level Data validations first with follow-up to PowerSchool support, if needed. When the case needs urgent attention or has been pending more than 48 hours notify SCDE through an e-Support request.

Attendance

Attendance Codes

Start Page > School Management > Attendance >Attendance Codes > [Edit Attendance Code]

Program or function of: Office of Student Support

The SCDE issues standardized *attendance codes* for PowerSchool. All codes must conform to the list found in the PowerSchool Attendance Setup Guide; non-approved codes will be flagged as invalid.

Associated Procedures for Attendance Codes

The **Present** attendance code must be listed first with the sort order of 1. This is essential for PowerTeacher Pro gradebooks and PowerSchool attendance functions to work properly. The sort order for the remaining codes is a district decision.

Associated Documentation for Attendance Codes

The PowerSchool Attendance Setup Guide governs data entry for all attendance-related pages.

Figure 2. *Editing Attendance Codes*

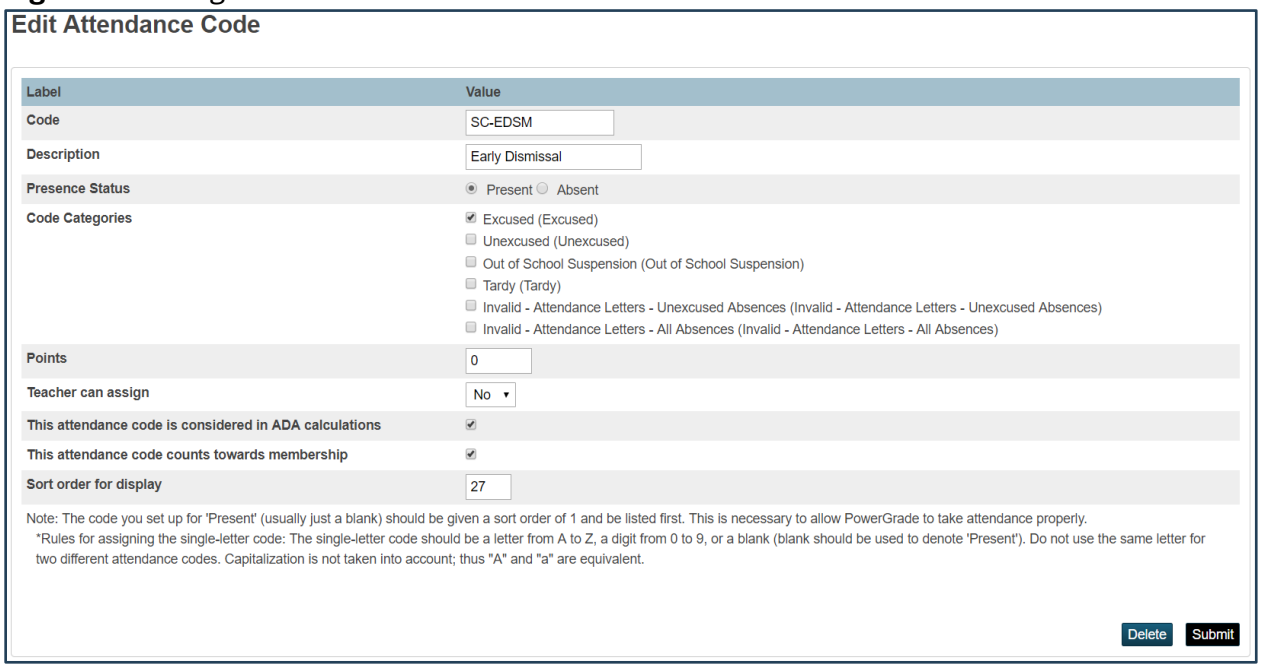


Table 1. *Fields to Populate for Edit Attendance Code*

Display Name	Table & Number	Field Name	Description	Accepted Values
Code	Attendance_Code (156)	Att_Code	Attendance identifier set by school. Examples: SC-EDSM.	PowerSchool Attendance Setup Guide
Description	Attendance_Code (156)	Description	Description for this attendance code (e.g., Early Dismissal)	
Presence Status	Attendance_Code (156)	Presence_Status_CD	Select whether the attendance code should be categorized as present or absent.	Present Absent
Code Categories	Code_entity (162)	description (where CE_Entity = att_attcodeentity)	Attendance code categories are used to group codes by classification for reporting and searching.	Excused Unexcused Out of School Suspension Tardy
Points	Attendance_Code (156)	Course_Credit_Points	Number of attendance points received for a code	
Teacher can assign	Attendance_Code (156)	Assignment_Filter_YN	Select whether teachers can assign this code in PowerTeacher.	Yes = 1 No = 0
Counts towards ADA	Attendance_Code (156)	Calculate_ADA_YN	Select if this code counts towards Average Daily Attendance (ADA).	Checked = 1 Not Checked = 0
Counts towards membership	Attendance_Code (156)	Calculate_ADM_YN	Select if this code counts towards Average Daily Membership (ADM).	Checked = 1 Not Checked = 0
Sort order for display	Attendance_Code (156)	SortOrder	The order the attendance codes appear	

Attendance Code Categories

Start Page > School Management > Attendance > Attendance Code Categories

Attendance code categories are used to group attendance codes for easier reporting and searching. To ensure accurate data, these categories must be entered correctly. The following SCDE-approved categories must not be modified, and new categories must not be added without written approval from the Office of Student Support.

Table 2. *List of Attendance Code Categories*

Name	Code	Description	Sort
Excused	Excused	Excused	1
Unexcused	Unexcused	Unexcused	2
Out of School Suspension	OSSusp	Out of School Suspension	3
Tardy	Tardy	Tardy	4

Table 3. *Fields to Populate for an Attendance Code Category*

Display Name	Table & Number	Field Name	Description	Accepted Values
Name	Code_Entity (162)	External_Name	Name of attendance code category (meta-code)	
Code	Code_Entity (162)	CE_Code	Attendance code categories are used to group attendance codes by classification for reporting and searching purposes.	Excused Unexcused Out of School Suspension Tardy
Description	Code_Entity (162)	Description	Description of the attendance code category	
Sort order for display	Code_Entity (162)		The order the attendance codes categories appear	1-30

Attendance Conversions

Start Page > School Management > Attendance > Attendance Conversions

Attendance conversions are frameworks that tell the system how to interpret attendance codes numerically. These calculations are critical for accurate Average Daily Attendance (ADA) and Chronic Absenteeism reporting. After creating an attendance conversion, individual items (rules) within the framework can be adjusted.

Figure 3. *Creating a New Attendance Conversion Framework*

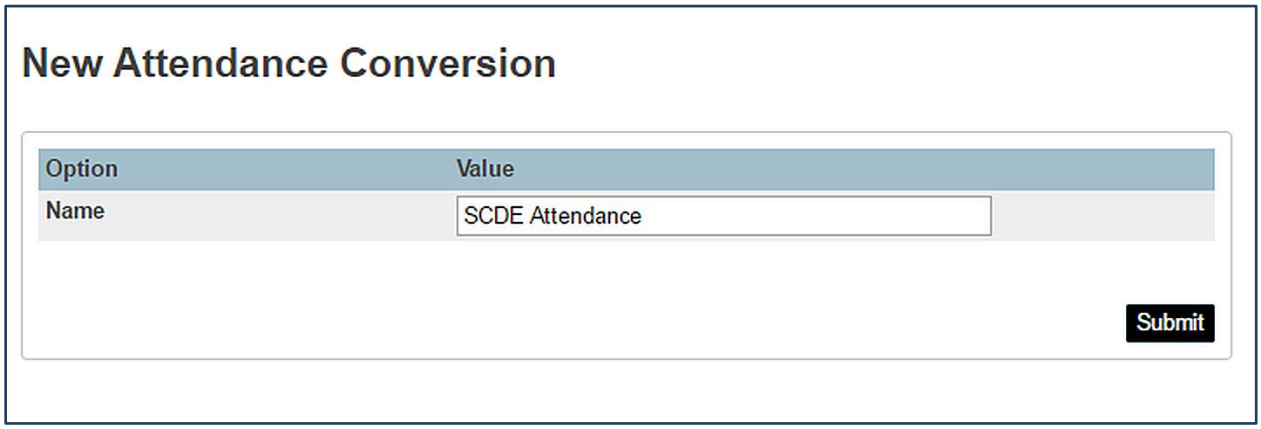


Table 4. *Fields to Populate for a New Attendance Conversion Framework*

Display Name	Table & Number	Field Name	Description	Accepted Values
Name	Attendance_Conversion (131)	Name	Name of the Attendance Conversion	School and Program Setup Guide for PowerSchool

Full-Time Equivalencies (FTE)

Start Page > School Management > Attendance > Full-Time Equivalencies

Full-time equivalencies (FTEs) determine the attendance value a student receives for instructional time. FTEs impact attendance and membership reports.

- The FTE code **Full Time** is required for all SC students.
- The default Attendance Conversion is **Time To Day** for the **Full Time** FTE code.

Figure 4. *Conversion List for Full-Time Equivalencies*

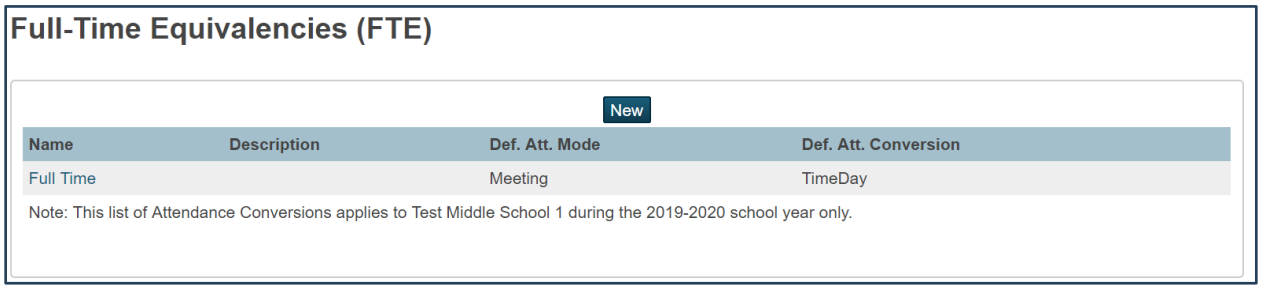


Table 5. *Fields to Populate for Full-Time Equivalencies*

Display Name	Table & Number	Field Name	Description	Accepted Values
Name	FTE (159)	Name	FTE name	Full Time
Default Attendance Mode	FTE (159)	Dflt_Att_Mode _Code	Select the attendance modes that will be used for reporting purposes.	Meeting Daily Interval
Default Attendance Conversion	FTE (159)	Dflt_Conversion_ Mode_Code	Select the attendance conversion that will be used for reporting purposes.	(Blank); Percent Period to Day; Percent Time to Day; Period to Day; Time to Day
Description	FTE (159)	Description	Description of FTE code	
Default for these grades	FTE_Grade (160)	Grade_Level	Grade levels to which the FTE code applies	

Calendar

Bell Schedules

Start Page > School Management > Scheduling > Bell Schedules

Program or function of: Office of Federal & State Accountability

The bell schedule is the order of in-session periods on a given day and impacts attendance and membership reports. It determines the start and end time for the day and each period during the day. Bell schedules must be assigned to an attendance conversion method to calculate attendance for the day. Attendance conversion methods in SC must be prefixed by "SCDE Attendance", e.g., "SCDE Attendance Half-Day".

Only one bell schedule may be assigned to a given day. There may be different bell schedules for different days, such as:

- Regular bell schedule
- Half-day bell schedule
- Two-hour delay bell schedule

Figure 5. *List of Bell Schedules*

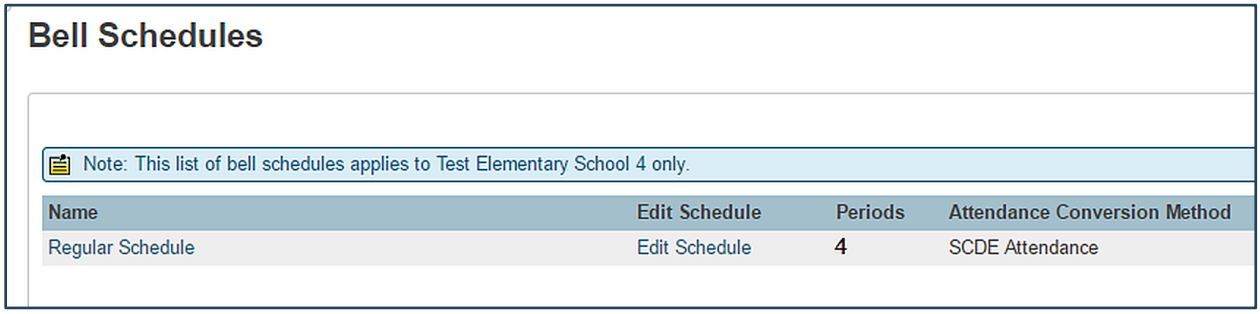


Table 6. *Fields to Populate for Bell Schedules*

Display Name	Table & Number	Field Name	Description
Name	Bell_Schedule (133)	Name	Name for bell schedule
Period			Number of periods in bell schedule
Attendance Conversion Method	Bell_Schedule (133)	Attendance_Conversion_ID	Select the attendance conversion method.

New Bell Schedule

Set up a new bell schedule by providing a name and an Attendance Conversion Method. **Do not set up bell schedules until after committing the master schedule.** This will cause a master schedule to be re-committed, the bell schedules to lose reference to the scheduled periods, and attendance can't be taken.

Table 7. *Fields to Populate for New Bell Schedule*

Display Name	Table & Number	Field Name	Description
Attendance Conversion Method	Attendance_Conversion (131)	Name	Select attendance conversion method
Name	Bell_Schedule (133)	Name	Bell schedule name

Edit Bell Schedule Item

Clicking **Edit Schedule** displays the start and end times for each period, including duration, in each bell schedule. Periods may also be added to a bell schedule using this function. *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 must have an associated bell schedule.

Table 8. *Fields to Populate for Edit Bell Schedule Item*

Display Name	Table & Number	Field Name	Description
Period	Period (138)	Period_Number	Select the period.
Start Time	Bell_Schedule_Items (134)	Start_Time	Enter a start time for the period.
End Time	Bell_Schedule_Items (134)	End_Time	Enter an end time for the period.
Counts for ADA	Bell_Schedule_Items (134)	ADA_Code	Select the checkbox if this bell schedule counts towards Average Daily Attendance (ADA).
Use For Daily Attendance	Bell_Schedule_Items (134)	Daily_ Attendance_ Code	Check to use daily attendance for this bell schedule item and enter the

Display Name	Table & Number	Field Name	Description
			start and end times used to calculate daily attendance.

Calendar Setup

Start Page > School Management > Scheduling > Configure Calendar

Program or function of: Office of Federal & State Accountability

The PowerSchool calendar drives which days attendance may be taken. For attendance to be taken for in-session school days, assign a bell schedule and cycle day.

Associated Procedures for Calendar Setup

Ensure instructional days are marked In-Session and have a Membership Value of 1 for accurate funding reports. There must be 180 in-session days in the calendar. Section §59-1-425 of the SC Code of Laws defines the beginning and length of the school term, make-up days, waiver, and instructional days.

Figure 6. *Configuring a School Calendar*

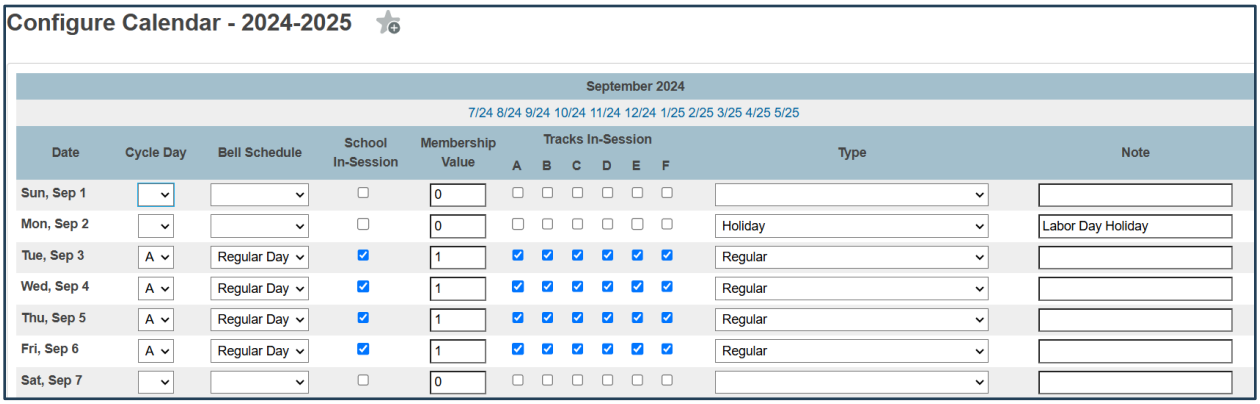


Table 9. *Fields to Populate for Configure Calendar*

Display Name	Table & Number	Field Name	Description	Accepted Values
Date	Calendar_Day (51)	Date	Each day of the month appears, including weekends.	
Cycle Day	Calendar_Day (51)	Cycle_ Day_ID	Cycle day for the specific date	
Bell Schedule	Calendar_Day (51)	Bell_ Schedule_ID	Bell schedule assigned to this date	
School In-Session	Calendar_Day (51)	InSession	Indicate if school is in session for all students on this date.	Checked = 1 Not Checked = 0
Membership Value	Calendar_Day (51)	Membership Value	Attendance value students receive if present in school on this date	Checked = 1 Not Checked = 0
Tracks In-Session	Calendar_Day (51)	Multiple (A,B,C,D,E,F)	Check the tracks for in-session dates if the school uses multiple tracks. Determine which students are on Track A, B, C, D, E, or F. These track names are standard and appear on the Calendar Setup page and when enrolling a student.	
Type	Calendar_Day (51)	Type	Select the appropriate type as defined in the district setup. (e.g., Holiday)	
Note	Calendar_Day (51)	Note	Comments to describe the schedule on this date, (ie, Spring Break)	

*Note: Total in-session days can be viewed by clicking the **Verify # of school days in the current term** link at the bottom of the page.*

District Information

Start Page > District Management > District Setup > District Info

Program or function of: Office of Federal & State Accountability

This page is used to add, view, or edit a district's information.

Associated Procedures for District Information

District numbers must match those assigned by the SCDE.

Figure 7. *Editing District Information*

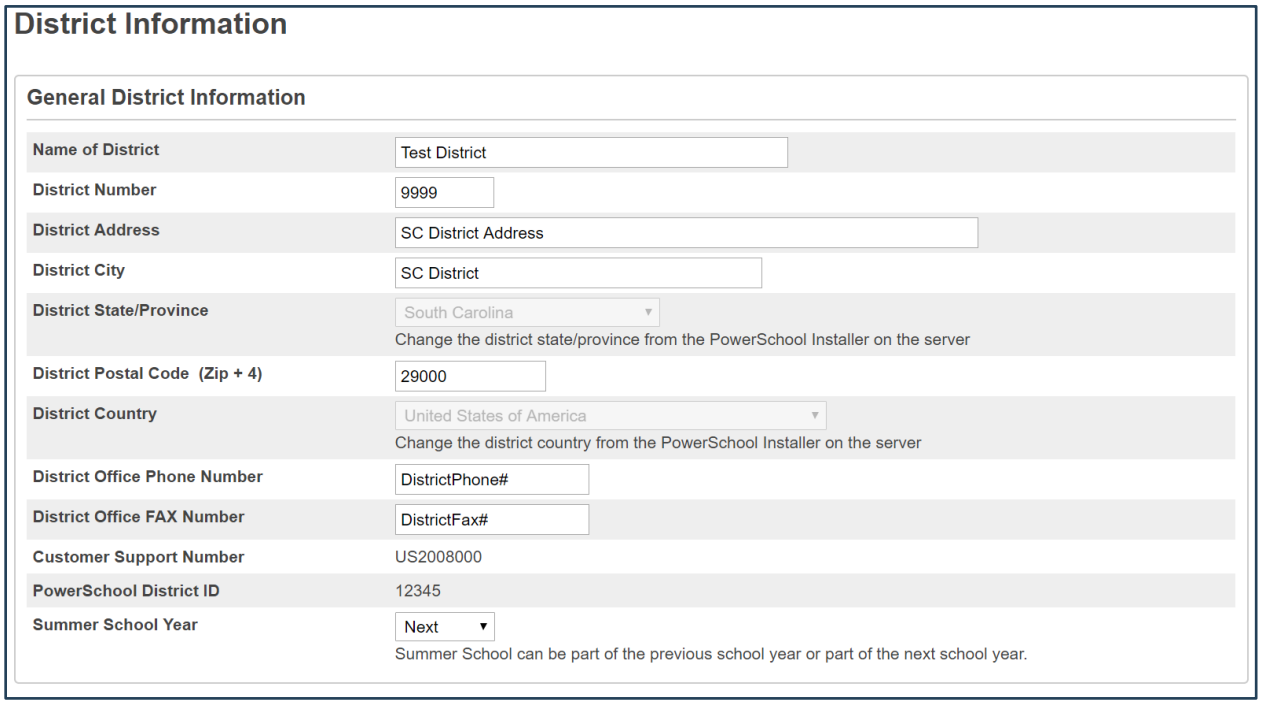


Table 10. *Fields to Populate for General District Information*

Display Name	Table & Number	Field Name	Description	Accepted Values
Name of District	Prefs (9)	Value (where Prefs.Name= 'DistrictName')	District's formal name (necessary for reports)	
District Number	Prefs (9)	Value (where Prefs.Name= 'DistrictNumber')	District's state ID number (SID), a four-digit number that does not store the leading zero, if present;	

Display Name	Table & Number	Field Name	Description	Accepted Values
			therefore, the length could be fewer than four digits.	
District Address	Prefs (9)	Value (where Prefs.Name= 'DistrictAddress')	District office street address	
District City	Prefs (9)	Value (where Prefs.Name= 'DistrictCity')	District office city	
District State/Province	Prefs (9)	Value (where Prefs.Name='DistrictState')	District state	SC
District Postal Code	Prefs (9)	Value (where Prefs.Name='DistrictZip')	District office postal code	
District Country			District country	
District Office Phone Number	Prefs (9)	Value (where Prefs.Name='DistrictPhone')	District office telephone number	
District Office FAX Number	Prefs (9)	Value (where Prefs.Name='DistrictFax')	District office fax number	
Customer Support Number	Prefs (9)	Value (where Prefs.Name='DistrictCustomerNumber')	Reference this number when calling PowerSchool Technical Support.	
PowerSchool District ID	Prefs (9)	Value (where Prefs.Name='PsDistrictID')	PowerSchool district ID number	
Summer School Year			Indicates whether summer school should be part of the previous or next school year	Next
Superintendent's Name	Prefs (9)	Value (where Prefs.Name= 'Superintendent')	District superintendent's name	

Display Name	Table & Number	Field Name	Description	Accepted Values
Superintendent's Phone	Prefs (9)	Value (where Prefs.Name= 'SuperintendentPhone')	District superintendent's phone number	
Superintendent's FAX	Prefs (9)	Value (where Prefs.Name= 'SuperintendentFax')	District superintendent's fax number	
Superintendent's Email	Prefs (9)	Value (where Prefs.Name= 'SuperintendentEmail')	District superintendent's email	
Technical Support Email	Prefs (9)	Value (where Prefs.Name= 'DistrictTechEmail')	Technical Support email address (Appears on the parent and student portals)	
Technical Support Phone	Prefs (9)	Value (where Prefs.Name= 'DistrictTechPhone')	Phone number (if applicable) to call for technical support. (Appears on the parent and student portals)	
Technical Support URL	Prefs (9)	Value (where Prefs.Name= 'DistrictTechURL')	URL (if applicable) for the district technical support website. (Appears on the parent and student portals)	
South Carolina-Use extended decimal precision	NA	NA	This box must be checked.	Checked = 1 Not Checked = 0

Demographics

Start Page > [Student Selection] > Student Profile > Demographics

Along with core PowerSchool fields surfaced on the Demographics page, several fields specific to South Carolina are also included: Gen (Jr., III, etc.), Nickname, Alias Name.

Associated Procedures for Demographics

The SCDE requires population of the **Legal Name** and **Sex** fields. Enter them using a birth certificate as your official source. If a birth certificate is not available, use an official document sanctioned by your district/school policies. Do not enter a nickname in quotation marks beside the student's name. Instead, navigate to the **Nickname** field on the Demographics page to enter that information. If the student has a preferred name, use the **Preferred Name** fields.

Associated Documentation for Demographics

Getting it Right – Reference Guides for Registering Students with Non-English Names

Figure 8. *Editing the Demographics Page – Part 1*

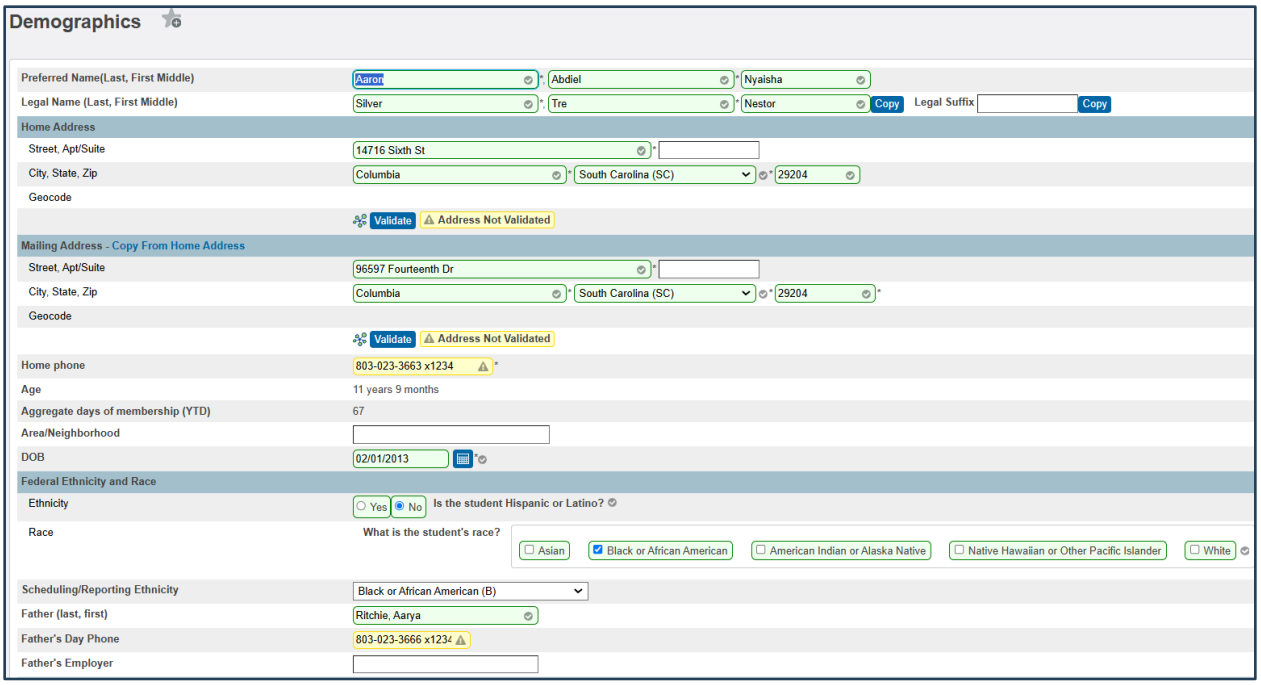


Figure 9. *Editing the Demographics Page – Part 2*

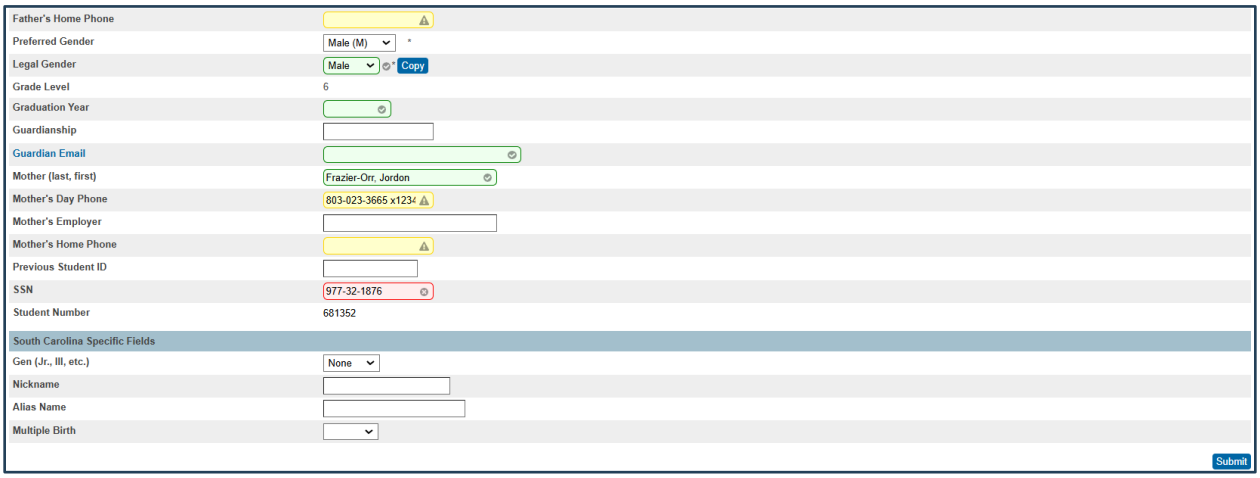


Table 11. *Fields to Populate for Demographics Page*

Display Name	Table & Number	Field Name	Description	Accepted Values
Preferred Last Name	Students (1)	Last_Name	Student's preferred last name	
Preferred First Name	Students (1)	First_Name	Student's preferred first name	
Preferred Middle Name	Students (1)	Middle_Name	Student's preferred middle name	
Legal Last Name	Studentcorefields	PSCore_Legal_Last_Name	Student's legal last name	
Legal First Name	Studentcorefields	PSCore_legal_first_name	Student's legal first name	
Legal Middle Name	Studentcorefields	PSCore_Legal_Middle_Name	Student's legal middle name	
Legal Suffix	Studentcorefields	PSCore_Legal_Suffix	Student's legal suffix	
Home Address - Street, Apt/Suite	Students (1)	Street	Street address where the student physically lives	
Home Address - City	Students (1)	City	City where the student physically lives	

Display Name	Table & Number	Field Name	Description	Accepted Values
Home Address - State	Students (1)	State	State where the student physically lives	South Carolina (SC)
Home Address - Zip	Students (1)	Zip	Zip code where the student physically lives	
Mailing Address - Street	Students (1)	Mailing_Street	Street address where the student receives mail	
Mailing Address - City	Students (1)	Mailing_City	Mailing address city	
Mailing Address - State	Students (1)	Mailing_State	Mailing address state	South Carolina (SC)
Mailing Address - Zip	Students (1)	Mailing_Zip	Mailing address zip code	
Home Phone	Students (1)	Home_Phone	Student's home telephone number	
Age	NA	NA	Calculated age of student based on DOB and the current system date	Not stored
Aggregate days of membership (YTD)	NA	NA	Total number of days the student has been enrolled for the current school year	Not stored
Area/neighborhood	StudentCoreFields	Area	Area or neighborhood where the student lives	
DOB	Students (1)	DOB	Student’s date of birth	
Ethnicity	Students (1)	FedEthnicity	Select if the student is Hispanic or Latino.	Yes = 1 No = 0 No Selection = -1

Display Name	Table & Number	Field Name	Description	Accepted Values
Race	StudentRace (201)	RaceCd	Select all applicable checkboxes for the student's ethnicity/race.	American Indian or Alaska Native; Asian; Black or African American; Native Hawaiian or Other Pacific Islander; White
Scheduling/ Reporting Ethnicity	Students (1)	Ethnicity	Select the appropriate scheduling/reporting ethnic code. Districts should use this field to collect individual student and staff ethnicity data for PowerSchool reports and scheduling.	I = American Indian; A = Asian; B = Black or African American; H = Hispanic or Latino; P = Hawaiian or Other Pacific Islander; M = Two or More Races; W = White
Father (last, first)	Students (1)	Father	Student's father's last and first names (Last, First)	
Father's Day Phone	StudentCoreFields	FatherDayPhone	Student's father's day telephone number	
Father's Employer	StudentCoreFields	Father_Employer	Name of student's father's employer	
Father's Home Phone	StudentCoreFields	Father_Home_Phone	Student's father's home telephone number	
Preferred Gender	Students (1)	Gender	Student's preferred gender	

Display Name	Table & Number	Field Name	Description	Accepted Values
Sex	StudentCoreFields	PSCore_Legal_Gender	Student's sex	F = Female M = Male
Grade Level	Students (1)	Grade_Level	Display of grade level	
Graduation Year (Expected)	StudentCoreFields	Graduation_Year	Projected year student will complete requirements for graduation. *(the 9GR value + 3 years)*	
Guardianship	StudentCoreFields	Guardian	Student's guardian's name	
Guardian Email	Students (1)	GuardianEmail	Student's guardian's email. Separate multiple addresses with commas.	
Mother (last, first)	Students (1)	Mother	Student's mother's last and first name (Last, First)	
Mother's Day Phone	StudentCoreFields	MotherDayPhone	Student's mother's day telephone number	
Mother's Employer	StudentCoreFields	Mother_Employer	Student's mother's employer name	
Mother's Home Phone	StudentCoreFields	Mother_Home_Phone	Student's mother's home telephone number.	
Previous Student ID	Students (1)	PrevstudentID	Student number previously used for identification, if applicable	

Display Name	Table & Number	Field Name	Description	Accepted Values
SSN	Students (1)	SSN	When required by the school or district, enter a valid SSN for the student.	
Student Number	Students (1)	Student_Number	Internal PowerSchool number automatically assigned to a student entering a school	
Gen (Jr., III, etc.)	S_SC_STU_X	StudentGeneration	Select the student's generation code if listed on the birth certificate. Do not include the generation data in the last name field.	None, II, III, IV, Jr., Sr., V, VI
Nickname	S_SC_STU_X	NickName	Nickname by which a student is known	
Alias Name	S_SC_STU_X	OtherName	Alias name a student is using that varies from the legal name *(available for district or school reporting)*	
Multiple Birth	S_SC_STU_X	Multiple_Birth	Indicate whether a student was born as part of a multiple birth, such as twins or triplets.	Blank Y – Yes N - No

Historical Grades

Start Page > [Student Selection] > Academic Records > Historical Course Grades > Single New Entry or Multiple New Entries

Program or function of: Office of Federal & State Accountability

Historical grades are final grades permanently stored in the student's record. At the end of each grading term, a PowerSchool administrator copies and stores students' current grades from PowerTeacher Pro Gradebook to historical grades. Historical grades appear on report cards and transcripts.

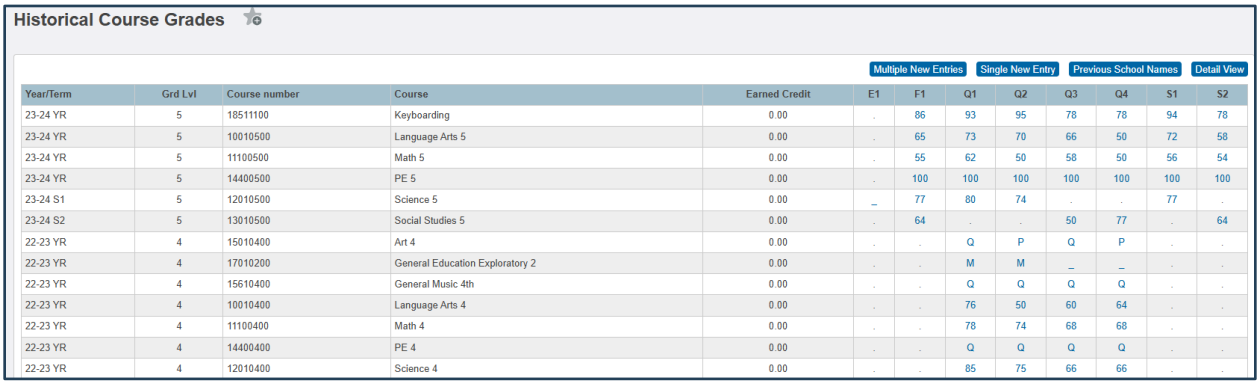
Associated Documentation for Historical Grades

Student Records regulations 43-231, 43-232, and 43-234

Uniform Grading Policy

Credit Types: Credit Types are important for calculating historical grades. See the Courses section.

Figure 10. *Sample List of Historical Course Grades*



Year/Term	Grd Lvl	Course number	Course	Earned Credit	E1	F1	Q1	Q2	Q3	Q4	S1	S2
23-24 YR	5	18511100	Keyboarding	0.00	.	86	93	95	78	78	94	78
23-24 YR	5	10010500	Language Arts 5	0.00	.	65	73	70	66	50	72	58
23-24 YR	5	11100500	Math 5	0.00	.	55	62	50	58	50	56	54
23-24 YR	5	14400500	PE 5	0.00	.	100	100	100	100	100	100	100
23-24 S1	5	12010500	Science 5	0.00	_	77	80	74	.	.	77	.
23-24 S2	5	13010500	Social Studies 5	0.00	.	64	.	.	50	77	.	64
22-23 YR	4	15010400	Art 4	0.00	.	.	Q	P	Q	P	.	.
22-23 YR	4	17010200	General Education Exploratory 2	0.00	.	.	M	M	_	_	.	.
22-23 YR	4	15610400	General Music 4th	0.00	.	.	Q	Q	Q	Q	.	.
22-23 YR	4	10010400	Language Arts 4	0.00	.	.	76	50	60	64	.	.
22-23 YR	4	11100400	Math 4	0.00	.	.	78	74	68	68	.	.
22-23 YR	4	14400400	PE 4	0.00	.	.	Q	Q	Q	Q	.	.
22-23 YR	4	12010400	Science 4	0.00	.	.	85	75	66	66	.	.

Table 12. *Fields to Populate for Historical Course Grades*

Display Name	Table & Number	Field Name	Description	Accepted Values
School Name	StoredGrades (31)	SchoolName	Name of the school where the student received the course grade	
School Year	StoredGrades (31)	TermID	School year and term in which the student received the course grade	

Display Name	Table & Number	Field Name	Description	Accepted Values
Store Code	StoredGrades (31)	StoreCode	The store code appears based on the setup for grades. For the final grade, 'F1' is the standard code for all numerical scores for all completed courses.	
Hist. Grade Level	StoredGrades (31)	Grade_Level	Grade level in which the student was enrolled in the course	
(a) Course number	StoredGrades (31)	Course_Number	Course number as assigned from the SCDE Course Code Database	SCDE Course Code Database
Section number	StoredGrades (31)	SectionID	Provide the section number at the current school, if the grade should be tied to an existing section at the school.	
(b) Course name	StoredGrades (31)	Course_Name	Name of the course as assigned from the SCDE Course Code Database	SCDE Course Code Database
Teacher Name	StoredGrades (31)	Teacher_Name	Name of the lead teacher for the course section. (Format: Last, First)	
Grade	StoredGrades (31)	Grade	Final grade the student earned	
GPA points	StoredGrades (31)	GPA_Points	Number of GPA points the student received for this grade	
Added value	StoredGrades (31)	GPA_AddedValue	SC schools do not enter added values.	
Percent	StoredGrades (31)	Percent	Percent grade the student earned	
Citizenship	StoredGrades (31)	Behavior	Citizenship grade for the term	
Earned Credit Hours	StoredGrades (31)	EarnedCrHrs	Number of credit hours the student received for passing the course	
Potential Credit Hours	StoredGrades (31)	PotentialCrHrs	Number of credit hours the student could have earned in the course	
Credit type	StoredGrades (31)	Credit_Type	Credit types allow courses to be grouped together for tracking purposes. 'HS' must be the first	SCDE Course Code Database and

Display Name	Table & Number	Field Name	Description	Accepted Values
			credit type listed for all credit-bearing high school courses.	Credit Type Update Guide
GPA Calculation	StoredGrades (31)	ExcludeFromGPA	Select to exclude the grade from the GPA calculation.	Exclude = 1 Include = 0
Class Rank Calculation	StoredGrades (31)	ExcludeFromClassRank	Select to exclude the grade from the class rank.	Exclude = 1 Include = 0
Honor Roll Calculation	StoredGrades (31)	ExcludeFromHonorRoll	Select to exclude the grade from the honor roll.	Exclude = 1 Include = 0
Graduation Calculation	StoredGrades (31)	ExcludeFromGraduation	Select to exclude the grade in the graduation calculation.	Exclude = 1 Include = 0
Display on Transcript	StoredGrades (31)	ExcludeFromTranscripts	Select to include or exclude the grade on the transcript.	Exclude = 1 Include = 0
Teacher comment	StoredGrades (31)	Comment_Value	Teacher comments (Copied from TeacherComment field in CC table.)	

Individualized Graduation Plan (IGP) Success Planner

Start Page > [Student Selection] > Academic Records > IGP Success Planner > Individual Graduation Plan

Program or function of: Office of Student Support

Personal Pathways to Success is a program designed to prepare South Carolina students for the workforce and post-high-school education through early career planning and an individualized curriculum.

Associated Documentation for Individualized Graduation Plan

South Carolina Individual Graduation Plan Documentation

School Counseling Resources

Figure 11. *List of Individualized Graduation Plan Records*

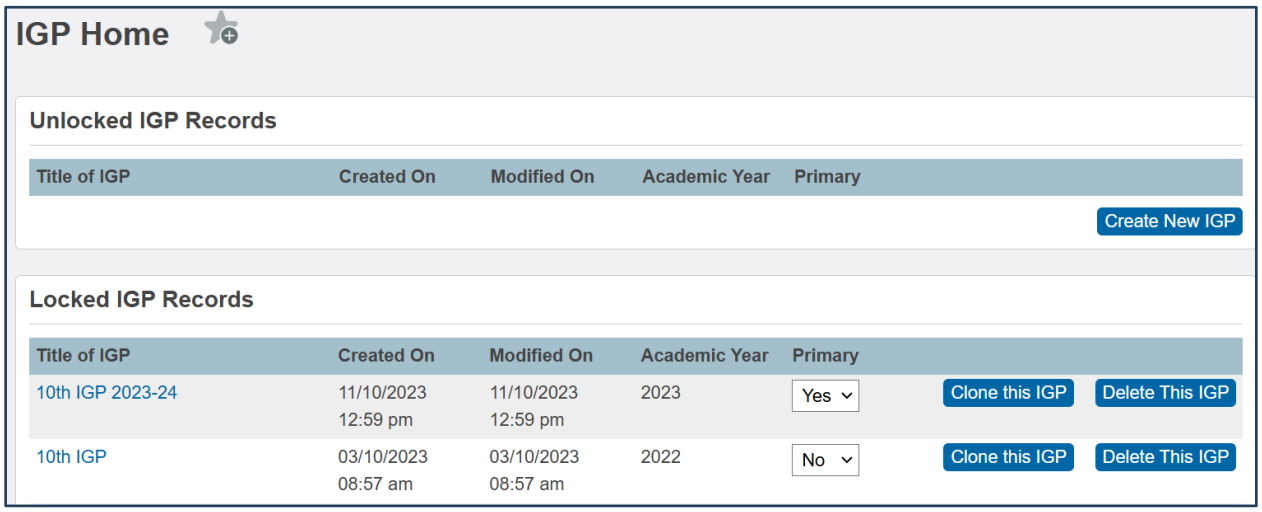


Table 13. *Fields to Populate for Individualized Graduation Plan*

Display Name	Table & Number	Field Name	Description	Accepted Values
PrimaryIGP Indicator	VirtualTablesLegacyData3 where related_to_table = 'CAS_IGP_Master' in IGP release 2.x	Primary	Select to identify primary IGP for the school year.	Yes No

Display Name	Table & Number	Field Name	Description	Accepted Values
IGP is Locked	VirtualTablesLegacyData3 where related_to_table = 'CAS_IGP_Master'	user_defined_numeric	Select to lock the IGP.	Save without Locking; Save and Lock
Plan Name	VirtualTablesLegacyData3 where related_to_table = 'CAS_IGP_Master'	Title	IGP name	Free text field
Career Goal	VirtualTablesLegacyData3 where related_to_table = 'CAS_IGP_Master'	Career_Goal	Student's career goal	Free text field
Academic Year	VirtualTablesLegacyData3 where related_to_table = 'CAS_IGP_Master'	Academic_Year	School year in which the IGP was created	Dropdown values of current and prior years set up in PowerSchool
Postsecondary Plans	VirtualTablesLegacyData2 where related_to_table = 'CAS_IGP_LU_Participation'	user_defined_text	Student's selection for Post-Secondary plans	Workforce/Apprenticeship; Military; Four-Year College; Two-Year College/Technical Training
Meeting Conducted By	CAS_IGP_Master	Prepared_By	Name of the person leading the IGP meeting	Free text field
IGP Data Input By	CAS_IGP_Master	Data_Input_By	Name of the user signed in to PowerSchool creating the IGP	Free text field
In Attendance	VirtualTablesLegacyData3 where related_to_table = 'CAS_IGP_Master'	In_Attendance_Type	Name(s) of the person(s) in the IGP meeting	No Representative; Parent/Step Parent/ Guardian or Other Representative
Participation Venue	VirtualTablesLegacyData3 where	Participation	Meeting mode	E-mail; In-person; Online meeting;

Display Name	Table & Number	Field Name	Description	Accepted Values
	related_to_table = 'CAS_IGP_Master'			Other Telephone
Cluster	VirtualTablesLegacyData2 where related_to_table = 'CAS_IGP_LU_AreaOfStudy'	Cluster	Cluster aligned with the student's chosen major	Arts, Audio-Video Technology, and Communications; Transportation, Distribution, and Logistics; Architecture and Construction; Science, Technology, Engineering, and Mathematics; Agriculture, Food, and Natural Resources; Information Technology; Finance; Business Management and Administration; Marketing; Health Science; Education and Training; Law, Public Safety, Corrections, and Security; Hospitality and Tourism
Academy	VirtualTablesLegacyData2 where related_to_table = 'CAS_IGP_LU_AreaOfStudy'	Academy	Select from the list.	School of Arts and Humanities; School of Engineering and Integrated Technologies;

Display Name	Table & Number	Field Name	Description	Accepted Values
				School of Business & Information Systems; School of Health & Human Services
Major	VirtualTablesLegacyData2 where related_to_table = 'CAS_IGP_LU_AreaOfStudy'	Major	Student's chosen major	Audio Visual Technology; Choral Music; Dance; Digital Art & Design; English; Graphic Communication; Instrumental Music; International Studies; Journalism; Social Studies; Theater; Visual Arts; Automotive Technology; Computer Assisted Drafting (CAD); Construction Technology; Advanced Placement: STEM; Mathematics; Pre-Engineering: Project Lead the Way (PLTW); Science; Animal Science; Golf Course Management; Landscaping, Greenhouse, & Turf Management; Environmental

Display Name	Table & Number	Field Name	Description	Accepted Values
				and Natural Resource Management; Networking; Programming and Software Development; Accounting; General Business Administration; Marketing Communications; Biomedical Science (PLTW); Health Science Technology; Sports Medicine; Diversified Health Science; Early Childhood Education; Law and Legal Services; Military Services; Culinary Arts; Hospitality, Travel, and Tourism; No Major
Course_Number	CAS_IGP_Courses	user_defined_text2	Course_Number from the Courses table	
Course_Type	VirtualTablesLegacyData2 where related_to_table = 'CAS_IGP_LU_Course_Type'	Academy	Unique id from the CAS_IGP_LU_Course_Type table	

Display Name	Table & Number	Field Name	Description	Accepted Values
Grade_Level	CAS_IGP_Courses	user_defined_numeric	Grade level that the course is planned to be taken or was taken if already completed	
Course_Category	CAS_IGP_Courses	Course_Category	English; Math; Science; Social Studies; Requirements/Electives; Required Courses for Major; Complementary Course Work; Extended Learning Opportunities Related to Major; or Certifications	
Credit_Hours	CAS_IGP_LU_Academy	Credit_Hours	Credit hours for the selected course	
Occupations	VirtualTablesLegacyData3 where related_to_table = 'CAS_IGP_Master'	Occupations	Occupation(s) the student is considering	Free text field
Entrepreneurship Interests	CAS_IGP_Master	Entrepreneurship_Interests	Enter any student interest in entrepreneurship activities.	Free text field
Postsecondary Majors	VirtualTablesLegacyData3 where related_to_table = 'CAS_IGP_Master'	Postsecondary_Majors	Majors the student is considering pursuing in college	Free text field
Postsecondary Schools	VirtualTablesLegacyData3 where related_to_table = 'CAS_IGP_Master'	Postsecondary_Schools	School(s) the student is considering attending after high school	Free text field
Planning Notes	CAS_IGP_Master	Planning_Notes	Any notes necessary for the student's IGP	Free text field

Incident Management

Start Page > [Student Selection] > Behavior > Incidents

Program or function of: Office of Student Support

Discipline and truancy data are coded on the PowerSchool Incident Management page and are required for federal and state reporting. Incidents entered on a regular basis – no later than a few days after the incident – provide more accurate information about the students involved and the school or district administrators' actions.

Associated Procedures for Incident Management

Do not create additional incident sub-codes in the Incident Management system. For any specific type of incident not already listed, contact the Office of Student Support.

For truancy incidents, an individual entry per student is required. To ensure that truancy data are valid for reporting at state and federal levels, *do not use one code entry for multiple students*.

When two or more offenders are involved in the same *discipline* incident, all students are added to one reported incident.

Load Incident Code/Subcode is a field on District Management > District Setup > District Info. When new incident management codes are added in a State Reporting release, this link will become active. Clicking this link will add the new codes to the software. Codes will be updated in the nightly process.

Associated Documentation for Incident Management

SCDE Incident Management Training and supporting materials

Figure 12. *List of Incidents for an Individual Student*

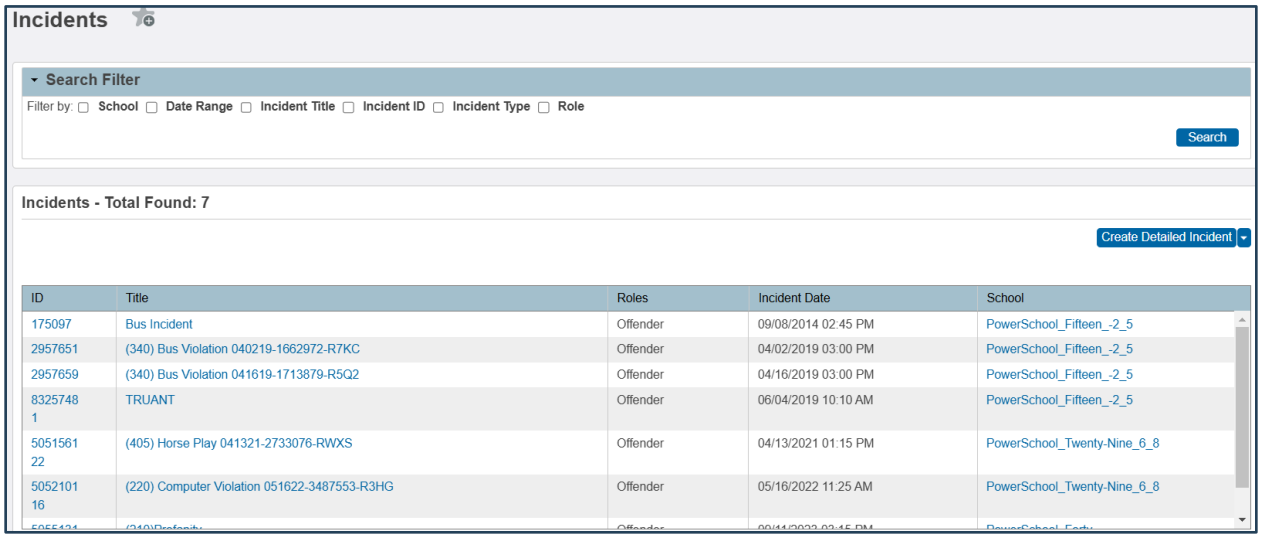


Table 14. *Fields to Populate for Incidents Management*

Display Name	Table & Number	Field Name	Description	Accepted Values
Action code	Incident_Detail	Lu_Sub_Code_ID where Code_Type = 'actioncode'	Corrective action plan used for the incident	SCDE PowerSchool Incident Management User Training Guide
Behavior code	Incident_Detail	Lu_Sub_Code_ID where Code_Type = 'behaviorcode'	Behavior that occurred during the incident	SCDE PowerSchool Incident Management User Training Guide
Duration code	Incident	Lu_Sub_Code_ID where Code_Type = 'durationcode'	Length of the incident corrective action plan	SCDE PowerSchool Incident Management User Training Guide
Incident Date	Incident	incident_ts	Date of incident	
Incident ID	Incident	Incident_ID	Internal ID number assigned to incident	

Display Name	Table & Number	Field Name	Description	Accepted Values
Incident Type	Incident_Detail	Lu_Sub_Code_ID where Code_Type = 'incidenttypecode'	Type of incident	Discipline Truancy
Location code	Incident_Detail	Lu_Sub_Code_ID where Code_Type = 'locationcode'	Incident location	
Object code	Incident_Object	Incident_Object_ID	Type of object used during the incident	
Participation Attributes	Incident_Personal_Detail	Incident_Person_Role_ID	Participant role	Offender Reporter Victim Witness
Person Marked as Unknown	Incident_Person_Role	IS_Unknown	Indicate if participant is not a student or staff member.	
Primary Behavior	Incident_Detail	Primary_indicator	Indicate if this was the primary incident behavior.	
School	Incident	School_Number	School number where incident occurs/applies	
Time Frame	Incident	Lu_Sub_Code_ID where Code_Type = 'timecode'	Time frame of incident	
Zero Tolerance Policy	Incident_Detail	Lu_Sub_Code_ID where Code_Type = 'actionattribute'	Indicate if incident falls within school/district Zero-Tolerance Policy.	

Other Information

Start Page > [Student Selection] > Student Profile > Other Info

Program or function of: Office of Federal & State Accountability, Office of Student Support

The **Other Information** page includes a single field specific to South Carolina procedures.

Associated Procedures

Districts define when students should be excluded from class ranking, e.g., summer, fall, or winter graduates. For students whose diploma types are not set to **F - State of SC Diploma** on their **SC Student Information** page, select **Exclude From Class Ranking**.

Figure 13. *Editing Other Information on a Student Profile*

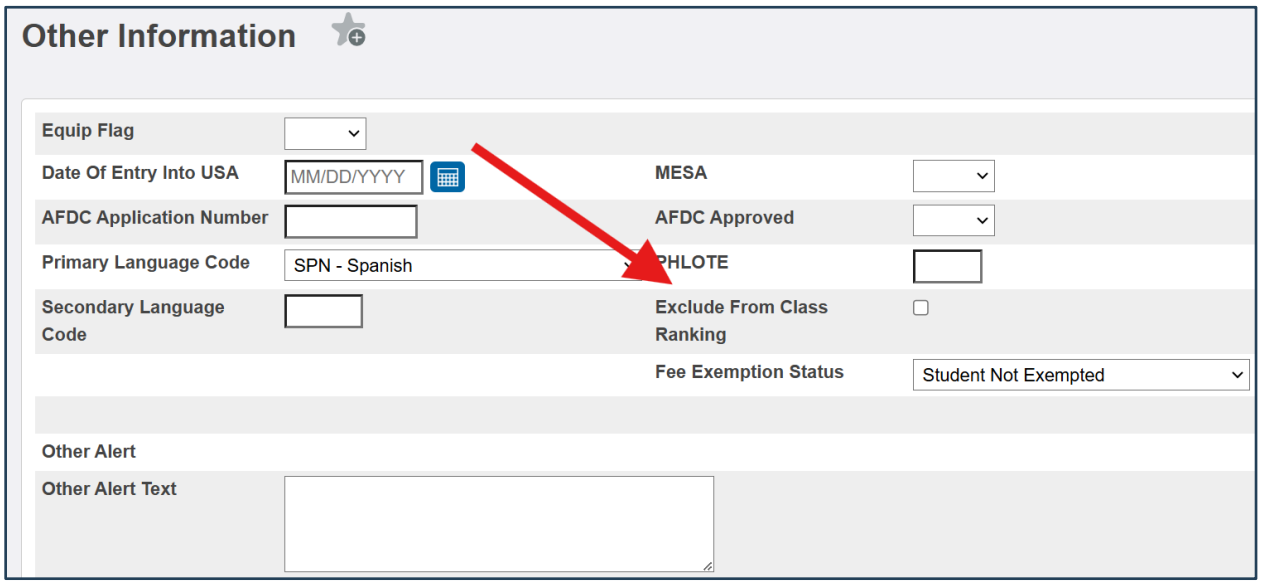


Table 15. *Fields to Populate for Other Information*

Display Name	Table	Field Name	Description	Accepted Values
Exclude from Class Ranking	Students (1)	Exclude_fr_rank	Indicate students who should not be included in the class rank.	Checked = 1 Unchecked = 0

Scheduling

Student course enrollments are subject to Regulation R.43-234 VII-D, "Defined Program, Grades 9-12 and Graduation Requirements," which stipulates:

1. Each district superintendent must verify the accuracy of course records for students.
2. The name and code number of every course that each student takes must be entered into the student data collection system (SIS) active master scheduler at the time the student takes the course. Courses may not be added to the student's historical grade or course history (transcript) without first being entered into the scheduler.
3. Courses offered in non-traditional settings such as online courses, courses offered in conjunction with a college or technical college (i.e. dual credit) and courses offered by the school through the district, state, or another type of provider, must be included in the active master scheduler.

To ensure students have been enrolled into courses according to regulation R.43-234 VII-D, the Enrollments History page includes the course scheduling history.

Courses

Start Page > District Management > Courses and Programs > Courses

Program or function of: Office of Federal & State Accountability

The Courses page is used to manage courses and course-related information.

Associated Procedures for Courses

Course Numbers and Names: Activate courses as needed for each year's school course offerings. It is each district and school's responsibility to ensure the current course codes and names reflect the SCDE approved course offerings as listed in the SCDE Course Code Database. This document standardizes course data collected for funding and accountability purposes.

Course Credit Hours: Regulation No.: 43-234 B – A school may award one unit of credit for an academic standards-based course that requires a minimum of 120 hours of instruction. A school may award one-half unit of credit for an academic standards-based course requiring a minimum of 60 hours of instruction and one-fourth unit of credit for an

academic standards-based course requiring a minimum of 30 hours of instruction. The unit of credit is reflected in the 8th character of the course activity code number of each course; i.e., Q = ¼, H = ½, W = 1, D = 2.

Credit Type: Credit types are codes used to label courses to facilitate tracking a student's credits earned toward graduation requirements and other academic goals. Each course can have one or more credit types. For important policies, procedures, and other considerations, see the Credit Type Update guide.

Table 16. *Credit Type Codes and Definitions*

Codes	Definition
A	English/Language Arts
C	Mathematics
E	Science
EE	Biology 1 (EOC)
F	Financial Literacy
H	US History and Constitution
J	Economics
K	US Government
L	Other Social Studies
P	Physical Ed or Jr ROTC
R	Computer Science/Keyboard
T	Foreign Language or CTE
X	Electives
ES	Elementary School*
MS	Middle School*
HS	High School

The **HS** credit type is important for IGP display/reports and Graduation Planner/Sets. **HS** must be the first credit type listed for all credit-bearing high school courses.

If a course meets several graduation requirements, enter more than one credit type. For example, a course unit could count for math, science, or an elective, depending on the student's career path. Input 'HS,C,E,X' in the **Credit Type** field on the course page. (Note the absence of spaces after each comma.)

GPA Added Value: **SC schools do not use added value points**. The Uniform Grading Policy provides the tables for points by course types: college prep (C); honors (H); advanced placement (A); dual credit (E); or IB (I), as indicated by the seventh character in the course code.

Associated Documentation for Courses

SCDE Course Code Database

Figure 14. *List of School Courses*

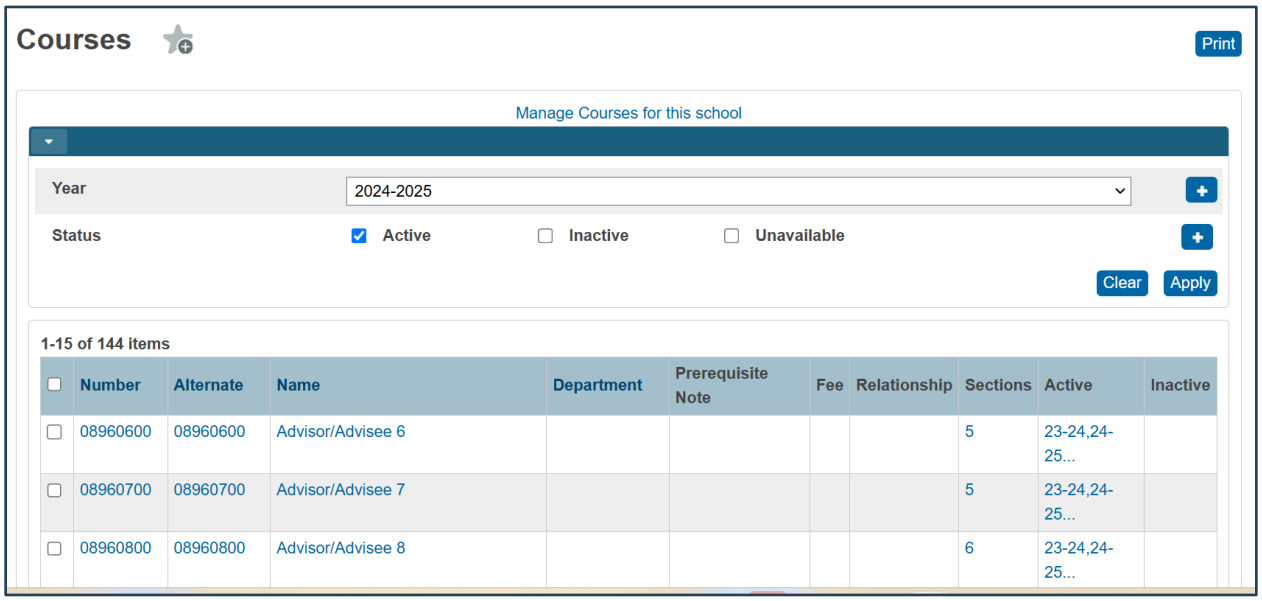


Table 17. *Fields to Populate for Courses*

Display Name	Table & Number	Field Name	Description	Accepted Values
Number	Courses (2)	Course_Number	Number identifying course; must be eight characters in length	
Name	Courses (2)	Course_Name	Course name	
Department	Courses (2)	Sched_Department	Department associated with course	

Display Name	Table & Number	Field Name	Description	Accepted Values
Prerequisite Note	Courses (2)	PrerequisitesValue	Text describing academic requirements or authorizations to be fulfilled before enrollment in course	
Fee	CourseFee (104)		Indicates whether course has enrollment fees	
Relationship	Course_Relationship (151)	Relationship_Type	When at school level, indicates whether a relationship exists between two courses	Coreq Postreq Prereq
Sections	CC (4)		When at school level, only courses which are active for the school	
Active	School_Course	Status	When at district level, schools in which this course has been made available. When at school level, the year(s) in which the course was active.	If Status = 1, the school appears in this list.
Inactive	School_course	Status	When at district level, schools in which this course has not been made available. When at school level, the year(s) in which the course was inactive.	If Status =0, the school appears in this list.

Edit Course

Start Page > District Management > Courses and Programs> Courses > [Course Name]

Course information can be edited at both the district and school levels. When accessed at the school level, only courses that are available for the selected school and year appear.

Figure 15. *Editing a Course*

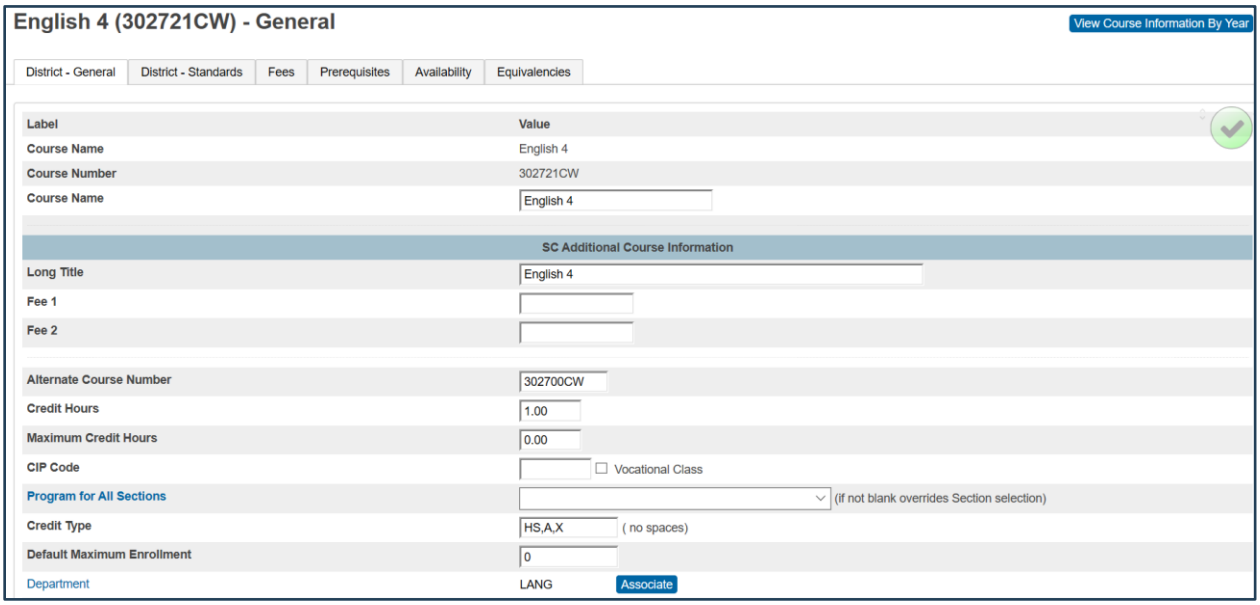


Table 18. *Fields to Populate for Edit Course*

Display Name	Table & Number	Field Name	Description	Accepted Values
Display Name	Courses (2)	Course_Name	Display-only of the course name	
Course Number	Courses (2)	Course_Number	Course number, which must be eight characters in length	SCDE Course Code Database
Course Name	Courses (2)	Course_Name	Course name	SCDE Course Code Database
Course Description	Courses (2)	Sched_FullCatalogDescription	Detailed course description that will appear on the student course request pages and in the printed version of the course catalog	
Alternate Course Number	CoursesCoreFields	Alt_Course_Number	Additional number to identify the course (optional)	
Credit Hours	Courses (2)	Credit_Hours	Number of credits allowed per course	SCDE Course Code Database

Display Name	Table & Number	Field Name	Description	Accepted Values
Max Credit Hours	Courses (2)	MaxCredit	Maximum number of credits a student receives for taking the course	
CIP Code	Courses (2)	Code	If needed, CIP code to identify courses as part of a vocational program	
Vocational Class	Courses (2)	Vocational	Selected if the course is vocational	Yes = 1 No = 0
Program for All Sections	Gen (6)	Name	Any program specified here is the program that every section of the course belongs to. ProgramID in the SPEnrollments (41) table is linked to ID in GEN(6) Table, which links to the Name field.	
Credit Type	Courses (2)	CreditType	Type of credit a student receives for passing this course	SCDE Course Code Database Credit Type Update Student Information System
Default Maximum Enrollment	Courses (2)	MaxClassSize	Maximum number of students who can be enrolled in the course	
Department	Courses (2)	Sched_ Department	Click 'Associate' to select the department for this course; click 'Department' to create or edit departments at your school.	Associate Department
Subject Area	Courses (2)	Sched_CourseSubjectAreaCode	Subject area for the course	
Course Notes	Courses (2)	PrerequisitesValue	Text describing the course or course enrollment (optional)	

Display Name	Table & Number	Field Name	Description	Accepted Values
Exclude from Attendance	Courses (2)	Exclude_ADA	Check to exclude this section from ADA calculations.	Exclude = 1 Include = 0
Exclude From Storing Final Grades	Courses (2)	ExcludeFrom StoredGrades	Select to skip this course when storing grades (for cases when storing grades may not be appropriate, such as study hall or lunch)	Exclude = 1 Include = 0
Grade Scale	Courses (2)	GradeScaleID	Select the grade scale from the drop-down menu. The ID for the grade scale attached to this course is stored in the database, which links to the GradescaleItem table for its name.	SC Uniform Grading Policy
GPA Added Value Points	Courses (2)	GPA_AddedValue	SC schools do not use added value points.	
Exclude from GPA?	Courses (2)	ExcludeFromGPA	Select to exclude the grade from the GPA calculation.	Exclude = 1 Include = 0
Exclude from Class Rank?	Courses (2)	ExcludeFromClas sRank	Select to exclude the grade from the class rank calculation.	Exclude = 1 Include = 0
Exclude from Honor Roll?	Courses (2)	ExcludeFromHon orRoll	Select to exclude the grade from the honor roll calculation.	Exclude = 1 Include = 0
Use the Course for Lunch	Courses (2)	Sched_LunchCou rse	Indicate if this course will be used exclusively for scheduled lunches.	Checked = 1 Unchecked = 0
Exclude on Report Cards/Transcr ipts	Courses (2)	Sched_Do_Not_Pr int	Indicate to exclude all sections of this course from appearing on the schedule listing of Report Cards or the Transcript Object of Object reports.	Checked = 1 Unchecked = 0

Display Name	Table & Number	Field Name	Description	Accepted Values
Update the Course in the District Course Archive for [Year]			Field appears if the end-of-year process has been completed. Check the box to update archived as well as current course information. Leave blank to only update current course information.	Checked = 1 Unchecked = 0
Post-Secondary Modifier			Check all applicable boxes: College Credit by Competency Articulation; Dual Credit: Check Local Articulation Agreements; College Credit by Exam Available; College Credit through National Certification Available; Statewide University Transfer Agreement	

Add a New Course

Start Page > District Management > Courses and Programs > Courses > New Course

Add any new courses before building or loading a master schedule.

Figure 16. *Adding a New Course*

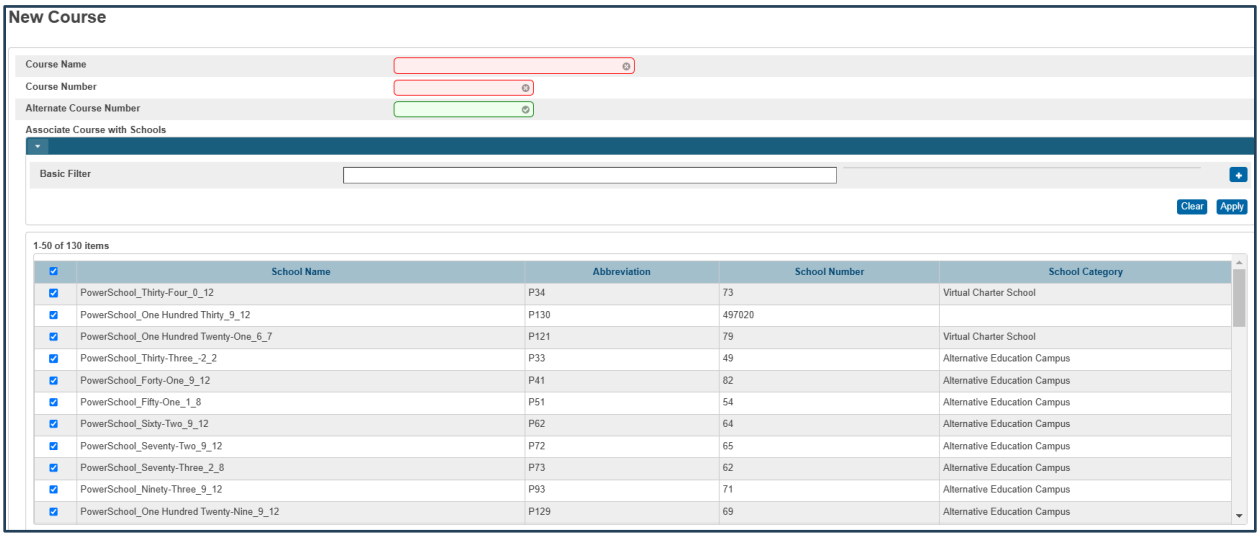


Figure 17. *Setting Up Course Details*

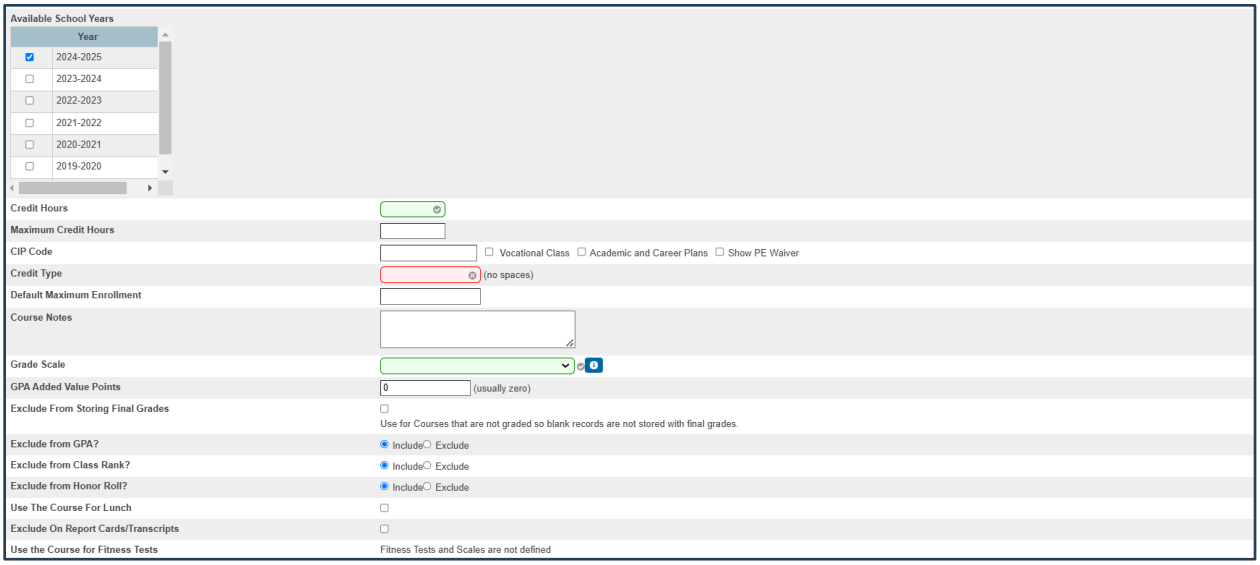


Table 19. *Fields to Populate for New Course*

Display Name	Table & Number	Field Name	Description	Accepted Values
Course Name	Courses (2)	Course_Name	Course name	
Course Number	Courses (2)	Course_Number	Course number - must be eight characters in length	

Display Name	Table & Number	Field Name	Description	Accepted Values
Alternate Course Number	Alt_Course_Number		Additional number to identify the course (optional)	
Associate Course with Schools	Schools (39)	Name, Abbreviation, School_Number	Schools in which this course is to be made available Note: Field only appears at the district level. If creating a course at the school level, the new course is automatically associated only with the selected school.	
Available School Years	Years	YearID, Name	School years in which this course is to be made available. By default, all current and future years are selected.	
Credit Hours	Courses (2)	Credit_Hours	Number of credits allowed per course	SCDE Course Code Database
Max Credit Hours	Courses (2)	MaxCredit	Maximum number of credits a student receives for taking the course	
CIP Code	Courses (2)	Code	If needed, CIP code to identify course as part of a vocational program	
Vocational Class	Courses (2)	Vocational	Selected if the course is vocational	Checked = 1 Unchecked = 0
Credit Type	Courses (2)	CreditType	Type of credit a student receives for passing this course	SCDE Course Code Database Credit Type Update Student Information System

Display Name	Table & Number	Field Name	Description	Accepted Values
Default Maximum Enrollment	Courses (2)	MaxClassSizeName	Maximum number of students for this course	
Course Notes	Courses (2)	CreditType	Text describing the course or course enrollment (optional)	
Grade Scale	Courses (2)	GradeScaleID	Select the grade scale from the drop-down menu. The ID for the grade scale attached to this course is stored in the database, which links to the GradeScaleItem table for its name.	
GPA Added Value Points	Courses (2)	GPA_AddedValue	SC schools don't use added value points.	
Exclude from Storing Final Grades?	Courses (2)	ExcludeFromStoredGrades	Select to exclude this course from storing final grades during the Permanently Store Grades function.	Checked = 1 Unchecked = 0
Exclude from GPA?	Courses (2)	ExcludeFromGPA	Select to exclude the grade from the GPA calculation.	Checked = 1 Unchecked = 0
Exclude from Class Rank?	Courses (2)	ExcludeFromClassRank	Select to exclude the grade from the class rank calculation.	Checked = 1 Unchecked = 0
Exclude from Honor Roll?	Courses (2)	ExcludeFromHonorRoll	Select to exclude the grade from the honor roll calculation.	Checked = 1 Unchecked = 0
Use the Course for Lunch	Courses (2)	Sched_LunchCourse	Check to indicate that this course will be used exclusively for scheduled lunches.	
Exclude on Report Cards/Transcripts	Courses (2)	Sched_Do_Not_Print	Check to exclude all sections of this course from appearing on the schedule listing of	

Display Name	Table & Number	Field Name	Description	Accepted Values
			Report Cards or the Transcript Object of Object reports.	

Cycle Days

Start Page > School Management > Scheduling > Cycle Days

Cycle days define the rotation of periods within a school's schedule if the rotation varies periodically. School parameters include the school's departments, days, facilities, and rooms, which are used for scheduling purposes. Additionally, cycle day names can be edited, which when combined with periods, create schedule expressions that indicate when a section is taught. For example, a school with a two-day rotation would have two days listed on the Cycle Days page.

Figure 18. *A Sample Schedule of Cycle Days*

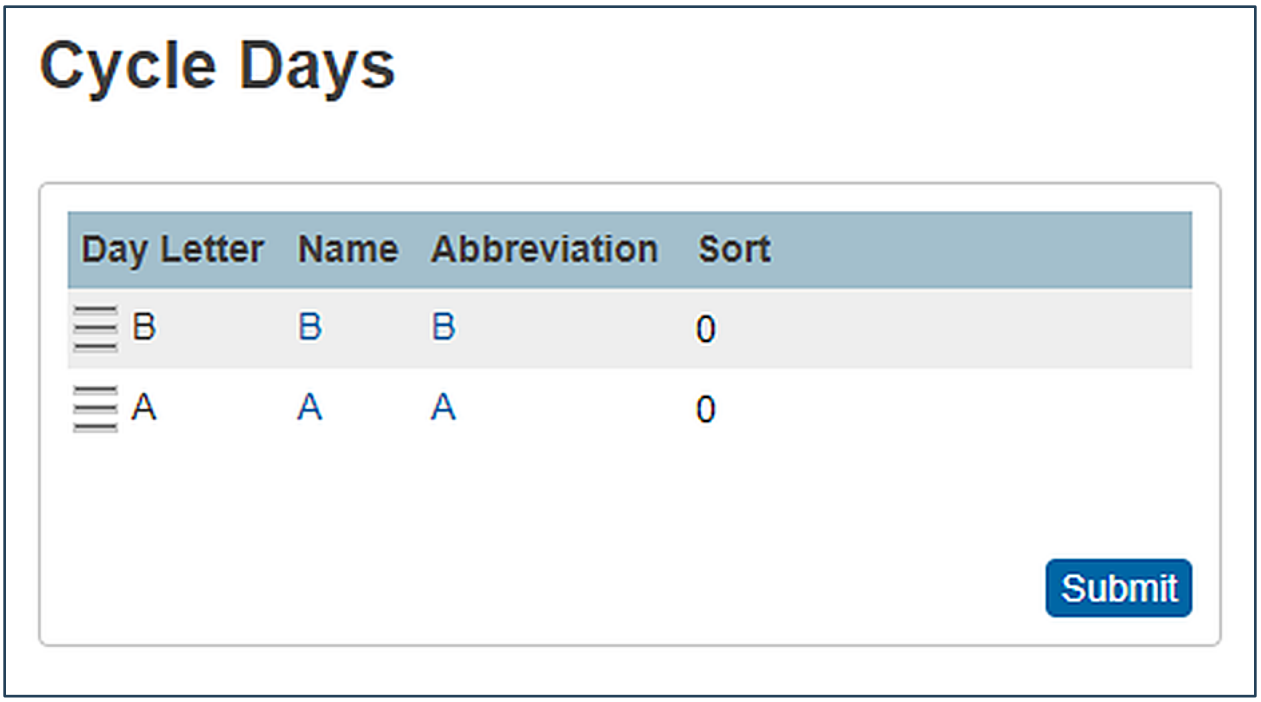


Table 20. *Fields to Populate for Cycle Days*

Display Name	Table & Number	Field Name	Description
Day Letter	Cycle_Day (135)	Letter	Letter assigned to represent the day
Abbreviation	Cycle_Day (135)	Abbreviation	Abbreviation for the day, not to exceed three characters
Name	Cycle_Day (135)	Day_Name	Name of the day
Sort	Cycle_Day (135)	SortOrder	The sort order should be chronological for the cycle day pattern.

Edit Cycle Day

Start Page > School Management > Scheduling > Cycle Days > [Cycle Day Selection]

Figure 19. *Editing a Cycle Day*

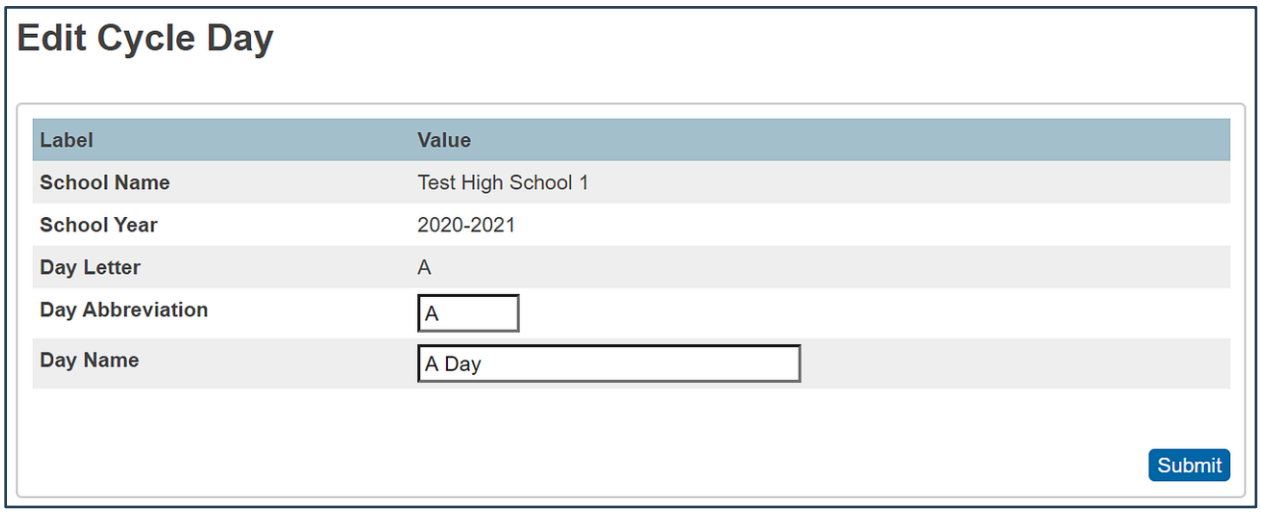


Table 21. *Fields to Populate for Cycle Day*

Display Name	Table & Number	Field Name	Description
Day Letter	Cycle_Day (135)	Letter	Letter assigned to represent the day
Day Abbreviation	Cycle_Day (135)	Abbreviation	Abbreviation for the day, not to exceed three characters
Day Name	Cycle_Day (135)	Day_Name	Name of the day
School Name	Schools (39)	Name	School's name

Display Name	Table & Number	Field Name	Description
YearID	Cycle_Day (135)	Year_ID	Current school year ID

Sections

Start Page > School Management > Courses and Programs > Course Sections > [Course Selection]

A section is an occurrence of a course, often called 'the class' in which a student is scheduled. Each course can have several sections meeting in different rooms and times and taught by various teachers. For example, a school has a chemistry course; however, because there are too many students for one class, there are several sections of chemistry. Two teachers instruct it over four different periods each. Thus, the school has eight sections of chemistry. Each section has a different number, usually preceded by the same course number to indicate it is the same chemistry course. Each section has an associated schedule expression, the combination of periods and days in which the section is taught. For example, a section of Biology meets fifth and sixth period on A and B days. The schedule expression 5-6(A-B) appears on the Edit Section page.

Associated Procedures for Course Sections

Virtual School Programs: For course sections offered through the Office of Virtual Education, on the **Edit Section** page, populate the **VSP Teacher Name** and **VSP Certificate No** fields. If the section is *not* a part of a Virtual SC Franchise program, then in the **Instruction Type** field, select **B – SC Virtual School Program**. This information is required for accurate school report card calculations.

Dual Modality: In a dual modality model, a single class includes two groups of students. One group is receiving in-person instruction while the other group is simultaneously participating in the same lesson by viewing the instruction online. Both groups are receiving the same content using the same activities. The instruction is considered dual modality even if the teacher is not differentiating instruction to the two groups of students.

Instruction Type: All instructional course sections must have the **Instruction Type** field completed to identify on-site/in-person and virtual instruction. Non-instructional course sections - those beginning with 0 - are not subject to this requirement. Instruction type

data can be imported into PowerSchool. These data begin being reported yearly on the 45th day of school.

Associated Documentation

MEMO: Frequently Asked Questions – Dual Modality

Table 22. *Fields to Populate for Course Sections*

Display Name	Table & Number	Field Name	Description	Accepted Values
Course Name	Courses (2)	Course_Name	Display-only of the course name for section	
Course Number	Sections (3)	Course_Number	Course number for section	
Schedule	Sections (3)	Expression	Select the period and cycle day when the section is offered.	
Term	Sections (3)	TermID	Term in which section is offered	
Teacher - Section Lead	Sections (3)	Teacher	Lead teacher for section	
Teachers/Staff - Additional	Sections (3)	Teacher	Assistant/secondary teacher for section, if applicable	
Gradebook Type	Sections (3)	GradebookType	Gradebook associated with the section	Null = Legacy; PTG = 1; PowerTeacher Pro = 2
Room	Sections (3)	Room	Room number where section is held	
Section Number	Sections (3)	Section_Number	Enter a section number for every active section for each current year's master schedule.	
Grade Level	Sections (3)	Grade_level	Grade level for section	
Current Enrollment	Sections (3)		Number of students currently enrolled in section	

Display Name	Table & Number	Field Name	Description	Accepted Values
Maximum Enrollment	Sections (3)	MaxEnrollment	Highest number of students that can be enrolled in section	
District Where Taught	Sections (3)	WhereTaughtDistrict	If the section is taught in a different district, enter the district SID number (first four digits).	
School Where Taught	Sections (3)	WhereTaught	If the section is taught at a location different from the student's home school, enter the school's three-digit SIDN number.	
Dependent Sections	Sections (3)	Dependent_Secs	Text string holding the course number of dependent sections, separated by a comma	
Program	Sections (3)	ProgramID	Foreign key to the Programs table; used to link the section to a student program	
Automated Walk-In Scheduling Program Restrictions			Select "Include" or "Exclude" for students of specified student programs being scheduled into specified sections.	Include = 1 Exclude = 0
Record Attendance Using Attendance Mode			Method for recording attendance	Meeting
Record Attendance			If the section meets more than one period in a day, you can choose to take attendance once or for every period.	Once for All Meetings; Each Meeting Separately
Exclude From Attendance	Sections (3)	Exclude_ADA	Select only if the section is not included for attendance counts. Usually when a	Checked = 1 Unchecked = 0

Display Name	Table & Number	Field Name	Description	Accepted Values
			homeroom, study hall, or lunch period is scheduled, they are marked to exclude from attendance.	
Exclude From Storing Final Grades	Sections (3)	ExcludeFromStoredGrade	Indicate whether this section should be excluded during the Permanently Store Grades function.	Same as course = 0; Exclude = 1 Include = 2
Grade Scale	Sections (3)	GradeScaleID	Ensure the correct Grade Scale is displayed (or selected if manually entered for transfer students) for each course section. After successfully installing the SCDE Grade Scales plug-in: The "Edit Stored Grade" page displaying course information for classes taken *prior* to 2016-17 will have a value in the Associated Grade Scale field as appropriate for the 7-PT Grade Scale for the college prep, honors, or AP/IB/Dual Credit completed courses based on the Uniform Grading Policy. Any course information for classes taken in 2016-17 and forward should display "Same as Course" in the Associated Grade Scale field on the Edit Stored Grade page. The course	

Display Name	Table & Number	Field Name	Description	Accepted Values
			should indicate that the 10-PT Grade Scale is used for GPA calculations. You must ensure the course information accurately reflects the grade scale for the level of course offered. For high school courses, note that AP, IB, Dual Credit, Honors, or College Prep are indicated. *Note: Review the Uniform Grading Policy to determine if your sections meet grade scale requirements*.	
Exclude from GPA?	Sections (3)	ExcludeFromGPA	Indicate whether the section should be excluded during GPA calculations.	Same as course = 0; Exclude = 1; Include = 2
Exclude from Class Rank?	Sections (3)	ExcludeFromClassRank	Indicate whether the section should be excluded from class ranking.	Same as course = 0; Exclude = 1; Include = 2
Exclude from Honor Roll?	Sections (3)	ExcludeFromHonorRoll	Indicate whether the section should be excluded from Honor Roll calculations.	Same as course = 0; Exclude = 1; Include = 2
Section Type	Sections (3)	Section_Type	Section type assigned during the build process in PowerScheduler. Capturing it in PowerAdmin as part of the commit process for PowerScheduler is necessary to maintain scheduling by section	

Display Name	Table & Number	Field Name	Description	Accepted Values
			types in Automated Walk-In scheduling. This field is populated by the ScheduleSections SectionType column.	
House	Sections (3)	House	Identifies the house to which the section is assigned, if any, and is necessary to continue support of scheduling students by house in Automated Walk-In scheduling. This field will be captured during the PowerScheduler commit process from ScheduleSections:House. There is no current effort identified to expose this field for editing or viewing in PowerAdmin.	
Team	Sections (3)		Team to which the section is assigned, if any, and is necessary to continue support of scheduling students by team in Automated Walk-In scheduling. Captured during the PowerScheduler commit process from ScheduleSections:Team.	
Close section at max	Sections (3)	MaxCut	Identifies whether enrollment of new students should be allowed after the max enrollment. This is necessary to support max enrollment in Automated Walk-In scheduling. This field will	

Display Name	Table & Number	Field Name	Description	Accepted Values
			be captured during the PowerScheduler commit process from ScheduleSections: MaxCut.	
Maximum Load Status	Sections (3)		Identifies those teachers scheduled to teach more students in a day than is allowed by their contract.	Exempt; Lab; Non-Exempt
Instruction Type	S_SC_SEC_X	InstrType	Select the appropriate type of instruction for each section.	Instruction Types (Table 23)
Single Gender	S_SC_SEC_X	GenderRestricted	Check for sections populated with one gender group: all male or all female	Checked = 1; Unchecked = 0
Is this section a homeroom?	S_SC_SEC_X	Homeroom	Check if the section is a homeroom. (Displays on the SC08 report.)	Yes No
VSP Teacher Name LN:	S_SC_SEC_X	VSP_LastName	Instructor's last name	
VSP Teacher FN	S_SC_SEC_X	VSP_FirstName	Instructor's first name	
VSP Teacher MI	S_SC_SEC_X	VSP_Mi	Instructor's middle initial	
VSP Certification No.	S_SC_SEC_X	VSP_CertNo	Instructor's VSP certification number	

Table 23. *Instruction Types*

Value	Description	Instruction Delivery Mode
(blank) – Select One	Default value only allowed for non-instructional courses (those that begin with 0)	
A – Instructor Led	Teacher is physically present in the classroom providing in-person instruction	On-Site/In-Person
B – SC Virtual School Program	Teacher provides instruction to students through the VirtualSC program. No other instruction types should be used for VirtualSC course sections.	Virtual
C – Online In-State	Teacher provides virtual instruction in some capacity as part of a South Carolina school/district/state entity	Virtual
D – Distance Learning	Teacher provides instruction for students physically located at another school location. For example, the teacher may be located physically at a television studio, yet teaching several groups of students housed in different schools or districts.	Virtual
E – Online Out-of-State	Teacher provides virtual instruction to students is not part of a South Carolina school/district/state. This includes any course that is provided by a vendor (e.g., EdOptions, Edmentum, Florida Virtual).	Virtual
F – Hybrid	Teacher provides in-person and virtual instruction in some capacity as part of a South Carolina school/district/state entity. When the in-person instructional time does not meet the seat time requirement for the initial offering of a credit-bearing course, the section should be marked as Hybrid. This does not refer to dual modality.	Hybrid

Years and Terms

Start Page > School/District Management > Scheduling > Years and Terms > Create New School Year

Program or function of: Office of Federal & State Accountability, Office of Finance

Correctly setting up a school's terms impacts student scheduling, attendance, and grading.

Figure 20. *Creating a New School Year*

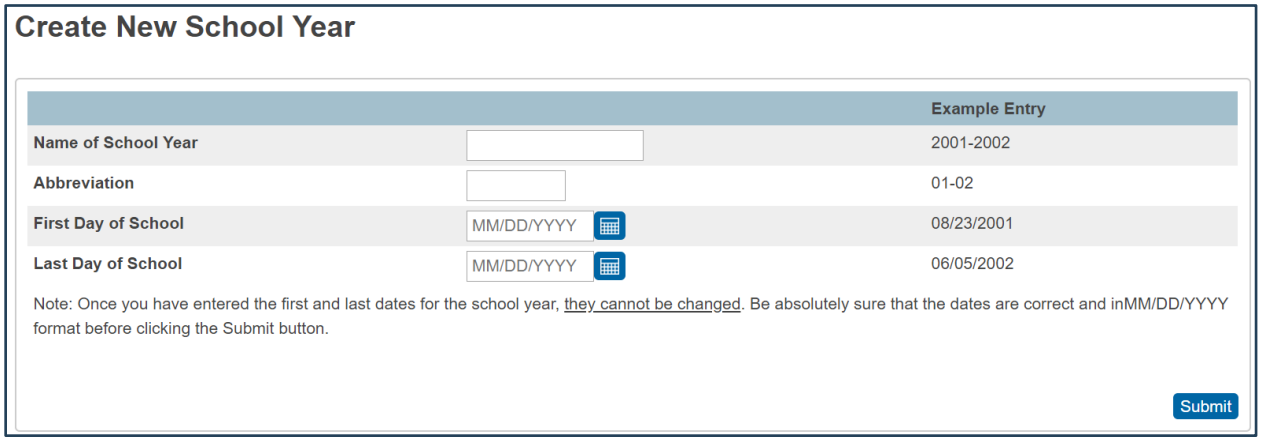


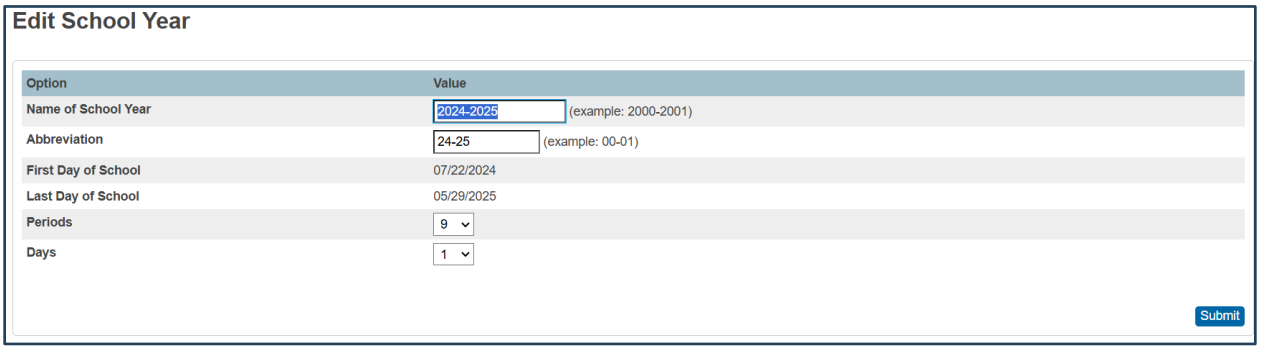
Table 24. *Fields to Populate for Create New School Year*

Display Name	Table & Number	Field Name	Description
Name of School Year	Terms (13)	Name	School year name. A standard name used, for example, is 2024-2025.
Abbreviation	Terms (13)	Abbreviation	School year abbreviation. For the year term, use numbers (i.e., 24-25 for the 2024-2025 school year).
First Day of School	Terms (13)	FirstDay	First date of the term using format mm/dd/yyyy
Last Day of School	Terms (13)	LastDay	End date of the term using format mm/dd/yyyy

Edit School Year – District and School Level

Start Page > District/School Management > Scheduling > Years and Terms > Edit School Year

Figure 21. *Editing a School Year*



Note: The fields for **Periods** and **Days** are only available at the school level.

Table 25. *Fields to Populate For Edit School Year*

Display Name	Table & Number	Field Name	Description
Name of School Year	Terms (13)	Name	School year name. A standard name used, for example, is 2024-2025.
Abbreviation	Terms (13)	Abbreviation	School year abbreviation. (i.e., 24-25 for the 2024-2025 school year)
First Day of School	Terms (13)	FirstDay	First date of the term using format mm/dd/yyyy
Last Day of School	Terms (13)	LastDay	End date of the term using format mm/dd/yyyy
Periods	Terms (13)	Periods_Per_Day	Number of periods in a school day for the term
Days	Terms (13)	Days_Per_Cycle	Number of days for a cycle for the term

Edit Term

Start Page > District/School Management > Scheduling > Years and Terms > [Edit Terms] > Term Setup > [Term Selection]

Figure 22. *Editing the Term at the District and School Levels*

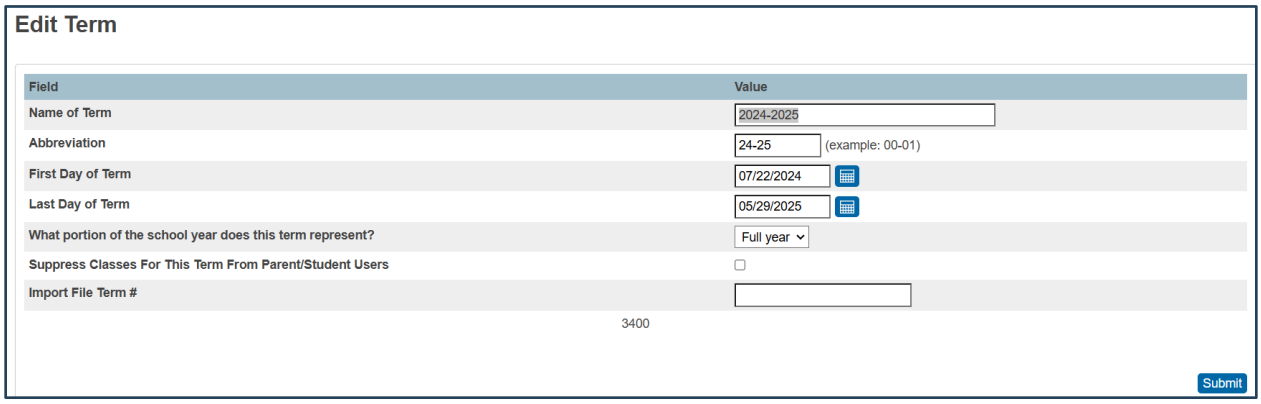


Table 26. *Fields to Populate for Edit Term*

Display Name	Table & Number	Field Name	Description	Accepted Values
Name of Term	Terms (13)	Name	Name of the term indicating when it occurs during the academic year (e.g., Semester 1)	
Abbreviation	Terms (13)	Abbreviation	School year abbreviation (e.g., 24-25 for the 2024-2025 school year)	
First Day of Term	Terms (13)	FirstDay	First date of the term using format mm/dd/yyyy	
Last Day of Term	Terms (13)	LastDay	End date of the term using format mm/dd/yyyy	
What portion of the year does this term represent?	Terms (13)	IsYearRec	Fraction or item representing the portion of the school year in which the term takes place	
Suppress Classes for this term from Parent/Student Users	Terms (13)	SuppressPublicView	Indicate if sections that meet for this term should be shown in the public portal and mobile app.	Checked = 1 Unchecked = 0
Import File Term #	Terms (13)	ImportMap	If importing, what code will relate to this term	

Display Name	Table & Number	Field Name	Description	Accepted Values
Year	Terms (13)	YearID	Number representing which year the term belongs to, such as 36 for 2026-2027	

Student Scheduling Setup

Start Page > [Student Selection] > Courses and Programs > Scheduling Settings

Set student scheduling preferences before creating or entering student course requests. By setting these parameters before students submit requests, they will be created with the appropriate future school and schedule year identifiers.

Associated Procedures for Scheduling Settings

The **Next School Indicator** drop-down list must be populated for the End of Year process to move the student to the next school for the upcoming school year.

The **Year of Graduation** drop-down list should be the expected year the student will graduate. This value will print on the Work In Progress and Final transcripts. Be sure to update this value as the student matriculates through grade levels until graduation. It is calculated from the 9GR value + three years.

Figure 23. *Setting Up Student Scheduling*

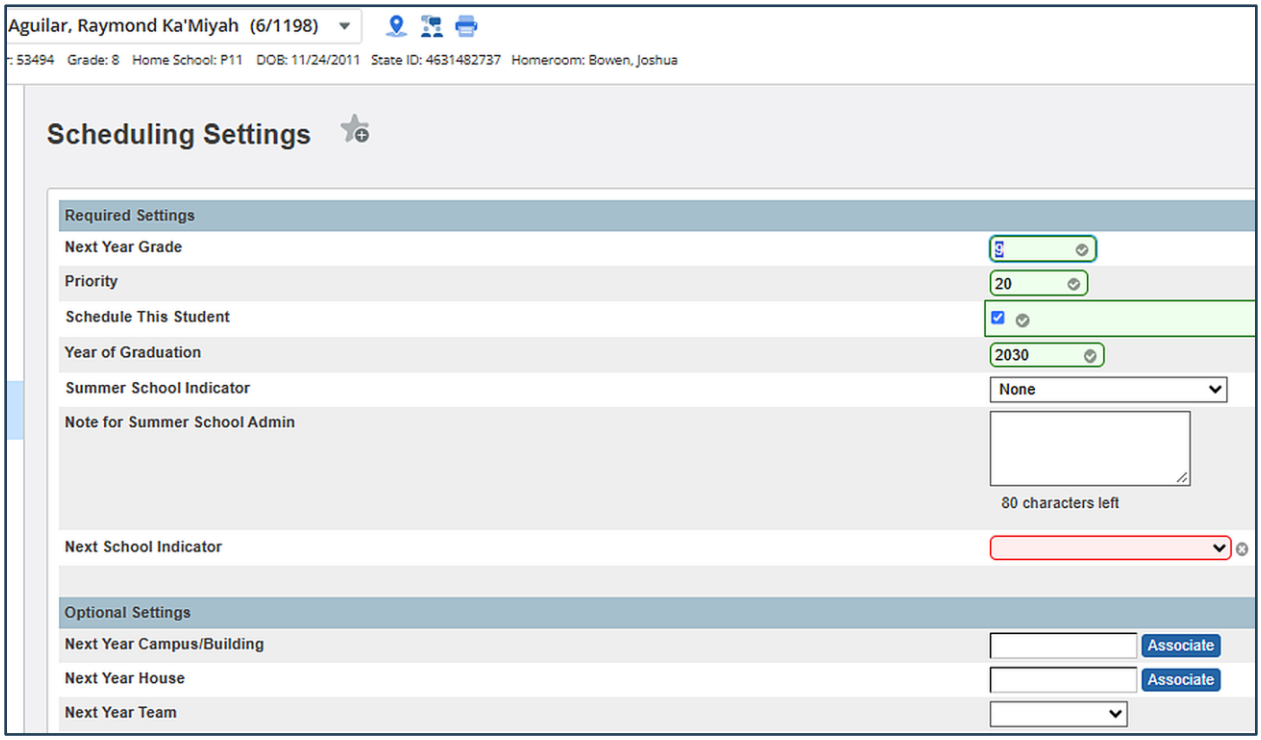


Table 27. *Fields to Populate for Scheduling Settings*

Display Name	Table & Number	Field Name	Description	Accepted Values
Next Year Grade	Students (1)	Sched_NextYearGrade	Grade the student will be next year	If retained, number will be the current grade level
Priority	Students (1)	Sched_Priority	Number for the Load Priority for this student (When should this student be scheduled among other students.)	1-99
Schedule This Student			Check the box for PowerScheduler to schedule the student	Checked = 1 Unchecked = 0
Year of Graduation	Students (1)	Sched_YearofGraduation	Year student is expected to graduate from the current school. This value populates “Class of” on SCDE transcripts.	
Summer School Indicator	Students (1)	SummerSchoolID	Select if attending a summer school	
Note for Summer School Admin	Students (1)	SummerSchoolNote	Notes for the summer school administrator, if needed	
Next School Indicator	Students (1)	Next_School	School the student is expected to attend next school year	
Next year Campus/Building	Students (1)	Sched_NextYearBuilding	To select the campus or building that the student will go to next year, click Associate and Submit.	
Next Year House	Students (1)	Sched_NextYearHouse	To select the house that the student will belong to next year, click Associate and Submit.	
Next Year Term	Students (1)	Sched_NextYearTeam	Choose the team that the student will belong to next year.	

Schools and School Information

Start Page > District Management > District Setup > School Info > Edit School

Program or function of: Office of Federal & State Accountability, Office of Finance

Use the **School Info** page to add a new school to the system or to edit information about a school already in the system.

Associated Procedures for Editing School Information

Beginning each school year, verify the accuracy of the **School Info** page, especially if the grade range has changed from the previous year. Update values as often as needed. Values entered will appear on various reports such as students' transcripts.

Figure 24. *Editing School Information*

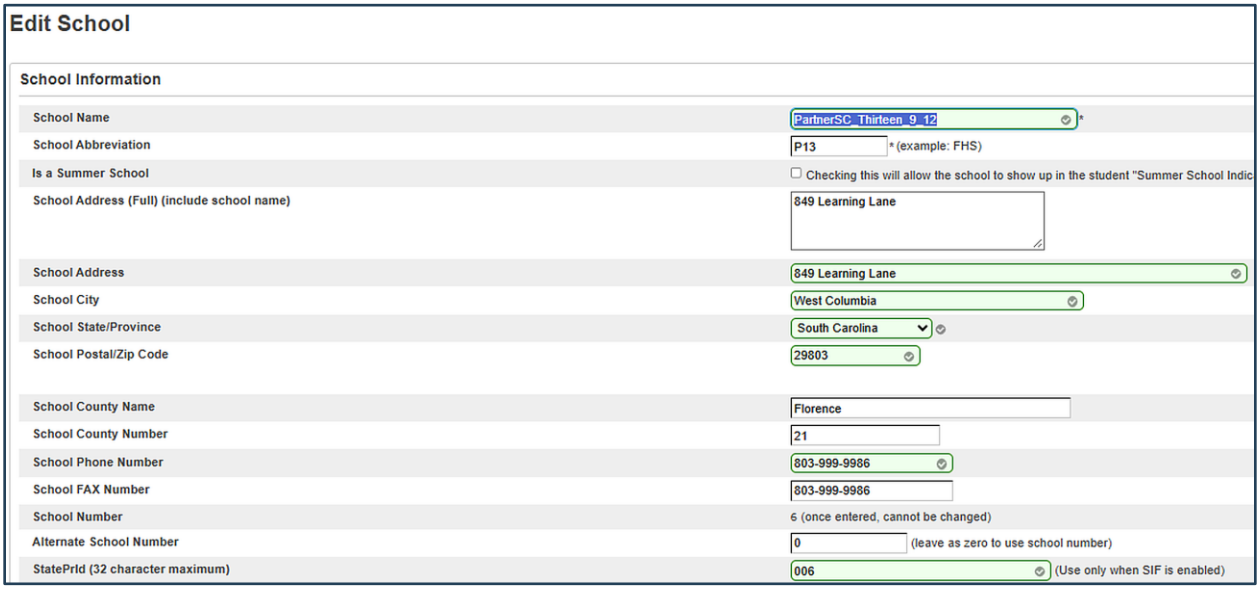


Table 28. *Fields to Populate for Edit School*

Display Name	Table & Number	Field Name	Description	Accepted Values
School Name	Schools (39)	Name	School full name	
School Abbreviation	Schools (39)	Abbreviation	School abbreviation	

Display Name	Table & Number	Field Name	Description	Accepted Values
Is a Summer School	Schools (39)	IsSummerSchool	Check to indicate a summer school.	Checked = 1 Unchecked = 0
School Address	Schools (39)	SchoolAddress	School street address	
School City	Schools (39)	SchoolCity	School city	
School State/Province	Schools (39)	SchoolState	School state	South Carolina
School Postal/Zip Code	Schools (39)	SchoolZip	School postal/zip code	
School Phone Number	Schools (39)	SchoolPhone	School phone number with area code	
School FAX Number	Schools (39)	SchoolFax	School fax number with area code	
School Number	Schools (39)	School_Number	Enter the school's three-digit number. Once entered, it can't be changed. This is an assigned number from the SCDE Office of Federal & State Accountability.	
StatePrid	Schools (39)	SIF_StatePrid	Enter the school's three-digit number. Once entered, it can't be changed. This is an assigned number from the SCDE Office of Information Technology.	
Exclude From State Reporting?	Schools (39)	State_ExcludeFrom Reporting	Check the box to exclude this school from state reporting.	Checked = 0 Unchecked = 1
Grades (lowest - highest)	Schools (39)	Low_Grade	Lowest grade level at the school based on the official list provided to the SCDE from your district	

Display Name	Table & Number	Field Name	Description	Accepted Values
Grades (lowest - highest)	Schools (39)	High_Grade	Highest grade level at the school based on the official list provided to the SCDE from your district	
Principal's Name	Schools (39)	Principal	Name of the school principal or director	
Days	Terms (13)	Days_Per_Cycle	Review the bell schedule for the number of days in the cycle.	
Periods	Terms (13)	Periods_Per_Day	Review the bell schedule for the number of periods each day.	

South Carolina State Information

Start Page > [Student Selection] > Compliance > State/Province – SC

The **South Carolina State Information** page contains tabs for the SC-specific fields used for federal/state reports and school funding.

Associated Procedures for South Carolina State Information

State ID: This information comes from the State Unique Numbering System (SUNS) and is auto-populated after the required data are entered in the fields below when enrolling a student and a match is located:

- **Last Name**
- **First Name**
- **Grade Level**
- **Student ID (assigned by PowerSchool)**
- **Ethnicity: Hispanic/Latino (Y/N)**
- **Race**
- **Gender**
- **Date of Birth**

If data exist in the following fields, the match process more effectively returns State ID numbers for students:

- **Middle Name**
- **Name Suffix**

Include this student in State Reporting: Select **Yes** when a student is receiving funding and should be included in PowerSchool reporting. Select **No** when a student isn't funded.

Ed-Fi Publishing: Selecting **Remove/Do Not Publish** will delete the student's information from the Ed-Fi environment or won't publish the record when selected at time of initial record creation.

The default value is **Publish to Ed-Fi** for students with an enrollment in the current year and it is stored as 'null' in the database. When a value of '0' is imported to the field, it behaves the same as 'null.' If it becomes necessary to report data on an inactive student who has never been enrolled in the current year, set this value to **Publish to Ed-Fi** and the record will be included in Ed-Fi publishing for the current year. Not all resources will be

published for a student; however, the data elements needed for state reporting after a student has left are published.

Associated Documentation

SUNS Data Access & Management Policy

EFA/EIA Step-by-Step Guide for Funding Reports in PowerSchool

Pupil Accounting Manual

Figure 25. *South Carolina State Information*

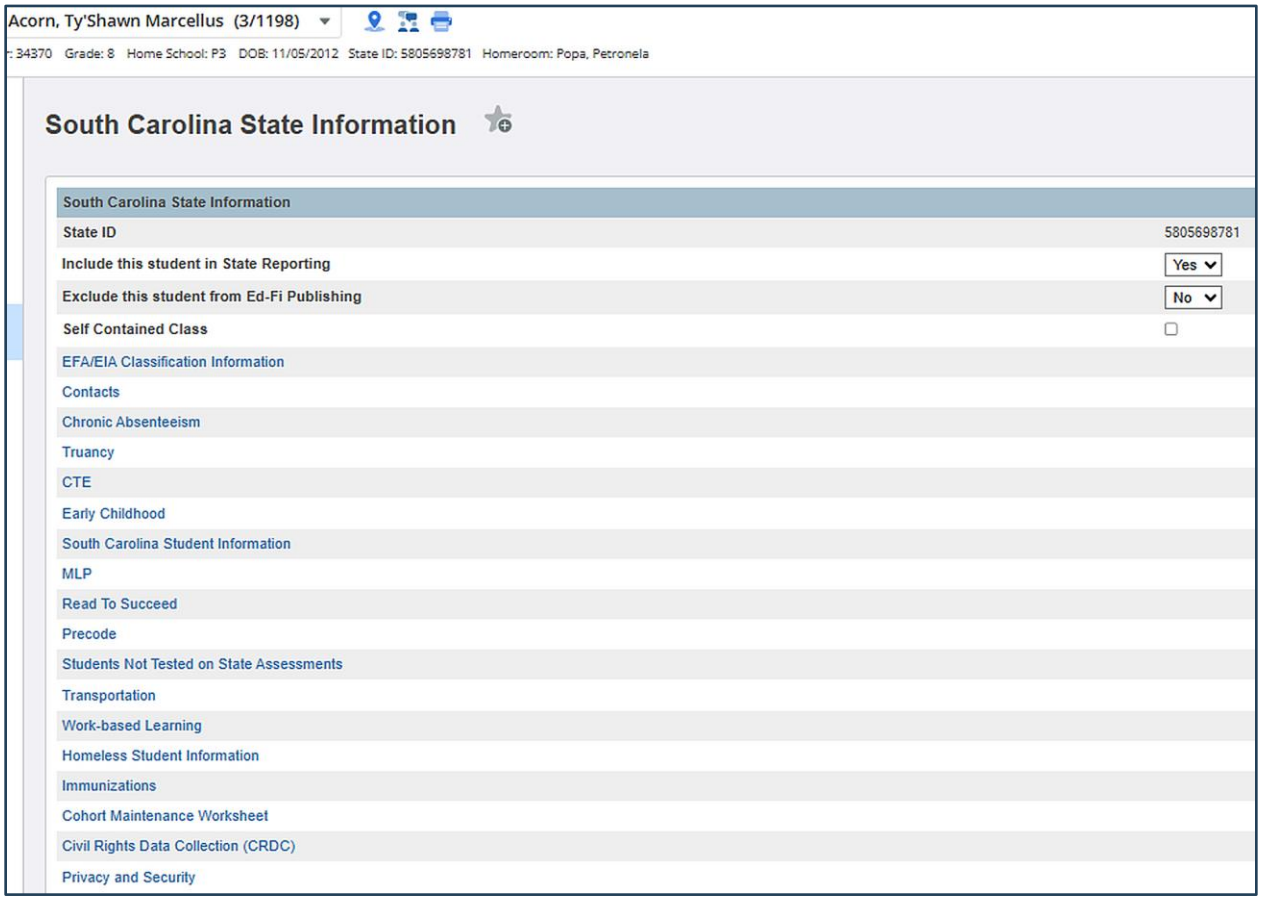


Table 29. *Fields to Populate for South Carolina State Information*

Display Name	Table & Number	Field Name	Description	Accepted Values
State ID	Students (1)	State_StudentNumber	Display only. Unique ten-digit SUNS number required for every SC student	
Include this student in State Reporting	S_SC_STU_X	IncludeInReporting	Default value is Yes to include the student in state reporting and for EFA/EIA funding	Yes = Blank No = 1
Ed-Fi Publishing	S_STU_EDFI_X	ExcludeFromEdFi	Default value is Publish to Ed-Fi. Select Remove / Do Not Publish to exclude the student from publishing.	Publish to Ed-Fi = null Remove / Do Not Publish = 1
Self Contained Class	S_SC_STU_X	SelfContained	Check to indicate the student is enrolled in a self-contained special education class at this school.	Checked = 1 Unchecked = 0

Career and Technical Education (CTE)

Start Page > [Student Selection] > Compliance > South Carolina State Information > CTE

Program or function of: Office of Career & Technical Education

Reference the CTE Data Collection and Reporting page for the most current reporting requirements for CTE Data Collection. CTE data are collected to meet state and federal requirements, including the South Carolina Education Accountability Act of 1998 and the seven core indicators of performance for the Strengthening Career and Technical Education for the 21st Century Act (Perkins V). Additionally, these data are required for enrollment, placement, and the allocation of funds to local school districts for the support of career and technology education programs.

Associated Procedures for CTE

Concentrator Year Fields: The **Concentrator Year** fields are used to identify the semester and year a student becomes a CTE concentrator. The list of values changes yearly with a fall (FA) and spring (SP) value added for the upcoming school year. For a student completing in fall 2026, the value would be 'FA26'; for a spring 2027 completion, the value would be 'SP27'. The value 'PT22' (Prior to 22) is used in cases where students had become concentrators prior to the 2021-22 school year.

Completion Year Fields: The Completion Year field indicates the semester and year the student completed the required units in a state-recognized CTE program.

Associated Documentation

CTE Student Reporting Procedures Guide

Figure 26. *CTE Tab of the SC State Information Page*

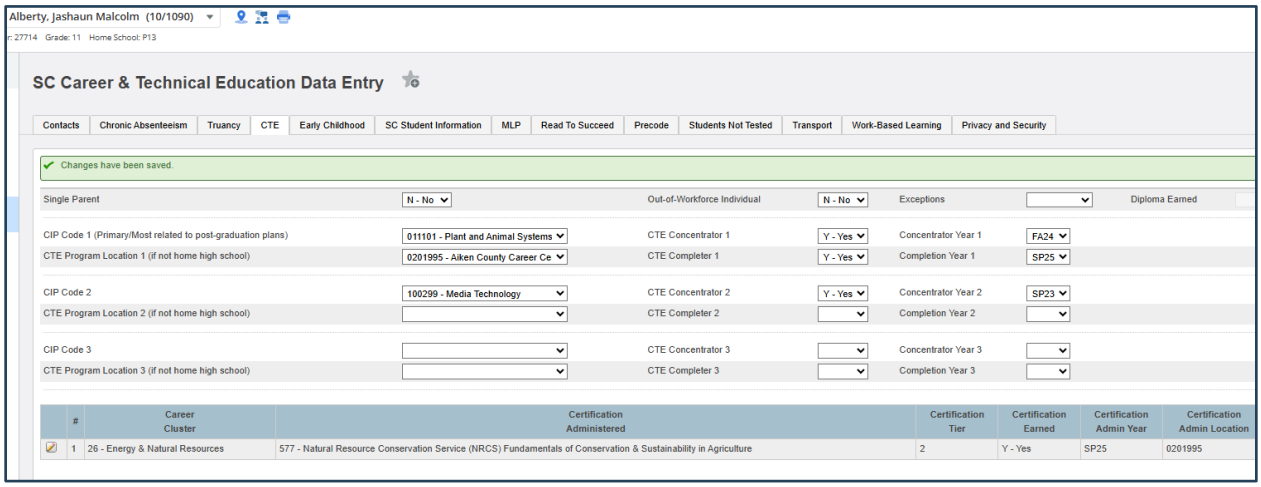


Table 30. *Fields to Populate for CTE*

Display Name	Table & Number	Field Name	Description	Accepted Values
Single Parent	S_SC_STU_CATE_X	CATE_SingleParentInd	Choose Yes if this student meets the criteria for a single parent.	Y – Yes N – No
Out-of-Workforce Individual	S_SC_STU_CATE_X	CATE_DisplHomeMakerInd	Choose Yes if student meets the criteria for an out-of-workforce individual. (See CTE Student Reporting Procedures Guide for definition.)	Y – Yes N – No
Exceptions	S_SC_STU_CATE_X	CATE_ExceptionsCode	Choose I for students whose IEPs indicate they will not complete the requirements needed to obtain a SC High School Diploma and/or all of the core standards for a specified CTE course/program will not be taught (i.e., mastery of only a portion of the core standards in a program is appropriate for the student).	I – IEP [non-diploma]; W - Withdrawn

Display Name	Table & Number	Field Name	Description	Accepted Values
			Choose W if the student withdrew from the CTE program or from the school during the school year.	
Diploma Earned	Students (1)	DiplomaEarnedCode	Read-only display of type of diploma student earned	
CTE Concentrator 1 - 2	S_SC_STU_CATE_X	CATE_ConcntrInd, CATE_ConcntrInd2	Choose Yes if the student is a CTE Concentrator.	Yes = 1 No = 0
Concentrator Year 1 - 2	S_SC_STU_CATE_X	CTE_ConcntrYr, CTE_ConcntrYr2	Semester and year student became CTE Concentrator	
CIP Code 1 - 2	S_SC_STU_CATE_X	CATE_CIPCode, CATE_CIPCode2	CIP code that identifies the CTE program in which student is a concentrator	CTE Student Reporting Procedures Guide
CTE Completer 1 - 2	S_SC_STU_CATE_X	CATE_CompleterInd; CATE_CompleterInd2	Choose Yes if student completed CTE program (earned all required units).	Yes = 1 No = 0
Completion Year 1 - 2	S_SC_STU_CATE_X	CATE_YrCompleted, CATE_YrCompleted2	Semester and year student completed CTE program	
3-Unit Completer 1 - 2	S_SC_STU_CATE_X	CATE_Units, CATE_Units2	Choose Yes if the student completed an approved three-unit CTE program by earning only three units.	Yes = 1 No = 0
CTE Program Location 1 – 2 (if not home high school)	S_SC_STU_CATE_X	CATE_RemoteSchCode, CATE_RemoteSchCode2	School ID number identifying the center or other high school where the CTE program is offered. Only populate if the program is offered at a location other than the student's home high school.	

Display Name	Table & Number	Field Name	Description	Accepted Values
Career Cluster	S_SC_STU_ CATE_C	Cert_Cluster	Career cluster for the certification	
Certification Administered	S_SC_STU_ CATE_C	Cert_Admin	Certification or credential exam administered Career Cluster must be selected to see the values within the cluster.	CTE Student Reporting Procedures Guide
Certification Tier	S_SC_STU_ CATE_C	Cert_Tier	Classification level within the Tiered Certification Framework	1, 2, 3
Certification Passed	S_SC_STU_CAT E_C	Cert_Passed	Student passed the certification or credential exam or earned the certification or credential listed.	Yes = 1 No = 0
Certification Admin Year	S_SC_STU_CAT E_C	Cert_AdminYear	Semester and year certification or credential exam was administered	
Cert Admin Location	S_SC_STU_ CATE_C	Certification_ Owner	School ID number identifying the center or other high school responsible for the administration of the certification or credential. Only populate if the certification was administered at location other than student's home high school.	
Certification Year	S_SC_STU_ CATE_C	Cert_Year	Year the accompanying certification was awarded (read only)	
Certification	S_SC_STU_ CATE_C	CATE_Cert	Certification the student earned (read only)	

Display Name	Table & Number	Field Name	Description	Accepted Values
CTE Placement Code	S_SC_STU_ CATE_X	PlaceLevelCode	Placement status of CTE program completers 10 months after graduation (i.e., not post-graduation plans)	CTE Student Reporting Procedures Guide
Placement Employer	S_SC_STU_ CATE_X	PlaceEmployer	Name of CTE completer's employer (if employed 10 months after graduation)	
Placement Phone	S_SC_STU_ CATE_X	PlacePhone	Phone number of CTE completer's employer (if employed 10 months after graduation)	
Placement Job Title	S_SC_STU_ CATE_X	PlaceJobTitle	Job title of CTE completer (if employed 10 months after graduation)	
Placement Supervisor Name	S_SC_STU_ CATE_X	PlaceSupervisor Name	Name of CTE completer's supervisor (if employed 10 months after graduation)	
Placement Start Date	S_SC_STU_ CATE_X	PlaceStartDate	CTE completer's employment start date (if employed 10 months after graduation)	
Placement Higher Ed Name	S_SC_STU_ CATE_X	PlaceHigherEd Name	Name of the postsecondary institution in which CTE completer is enrolled (if enrolled 10 months after graduation)	
Placement Higher Ed Program	S_SC_STU_ CATE_X	PlaceHigherEd Prog	Name of the program at the postsecondary institution in which CTE completer is enrolled (if enrolled 10 months after graduation)	
Placement Military Branch	S_SC_STU_ CATE_X	PlaceMilitary Branch	Name of the military branch in which CTE completer enlisted (if in the military 10 months after graduation)	

Display Name	Table & Number	Field Name	Description	Accepted Values
Placement Military Training	S_SC_STU_ CATE_X	PlaceMilitary Train	Type of military training CTE completer received (if in military 10 months after graduation)	

Early Childhood

Start Page > [Student Selection] > Compliance > South Carolina State Information > Early Childhood

Program or function of: Office of Instructional Supports

Early childhood education is a major strategic aim of the South Carolina Department of Education (SCDE). All children must be provided the opportunity to enter school prepared to succeed.

Associated Procedures for Early Childhood

All three- and four-year-old students in pre-kindergarten (PK) classes must be enrolled with the following settings:

- **Start Page > School Enrollment > Enroll New Student**
    - In the **Entry Code** drop-down list, select **Eligible for State Funding (E)**
- **Start Page > [Student Selection] > Compliance > South Carolina State Information**
    - In the **Include this student in State Reporting** drop-down list, select **Yes**.

All PK3 and PK4 students must have the appropriate EIA code: **EC3 – 3 Year Olds** or **EC4 – 4 Year Olds**.

Ensure the following fields are populated for PK3 and PK4 students on the SC Student Information page:

- **English Proficiency Levels**
- **Language First Acquired**
- **Language Spoken Most Often**
- **Primary Home Language**
- **Oral/Written Communication Languages**
- **Transportation Mode AM and PM**

Figure 27. *Early Childhood Tab of Student Information Page*

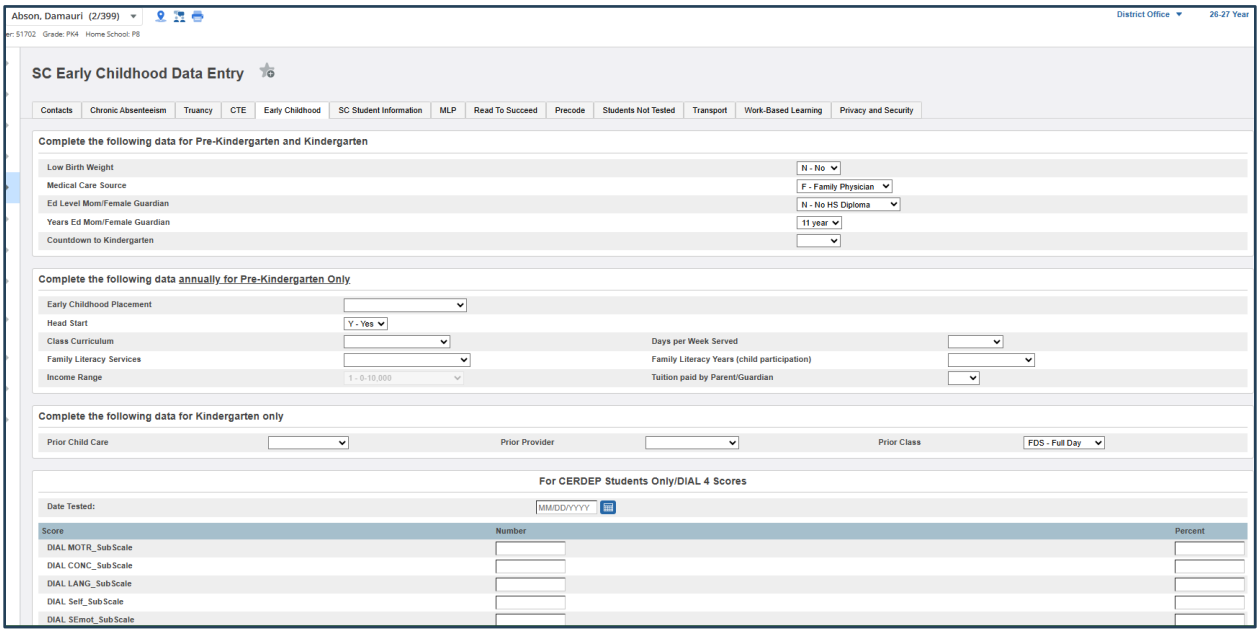


Table 31. *Fields to Populate for the Early Childhood*

Display Name	Table & Number	Field Name	Description	Accepted Values
Low Birth Weight	S_SC_STU_EC_X	EC_LowBirthWeightInd	Select if student's birth weight is below 5.5 pounds.	Blank = Null Yes = 1 No = 0
Medical Care Source	S_SC_STU_EC_X	EC_MedCareSrcCode	Indicate the medical care source for all four-year-old (PK4) and five-year-old (K) children served in a public program.	Blank – Null; C – Free Health Clinic; E – Emergency Room; F – Family Physician; O – Other
Ed Level Mom/Female Guardian	S_SC_STU_EC_X	EdLevel_MomFG	Mother's or female guardian's highest education level attained; value can be updated as needed.	Blank – Null A – Associate Degree B – Bachelor's Degree G – GED H – High School Degree M – Master's Degree N – No HS Diploma P – PhD

Display Name	Table & Number	Field Name	Description	Accepted Values
Years Ed Mom/Female Guardian	S_SC_STU_EC_X	YearsED_MomFG	Mother's or female guardian's number of years of formal education; value can be updated as needed.	1 - 30 years
Countdown to Kindergarten	S_SC_STU_EC_X	EC_CountDownToKinderInd	Only for K. Select yes, if the student participated in a *Countdown to Kindergarten* program.	Blank = Null Yes = 1 No = 0
Early Childhood Placement	S_SC_STU_EC_X	EC_EarlyChildPlaceCode	Populate annually for PK only	Blank – Null; 3 – Classroom for 3-year-olds; 4 – Classroom for 4-year-olds; 5 – Classroom for 5-year-olds; M – Multiage Classroom
Head Start	S_SC_STU_EC_X	EC_HeadStartInd	Select Yes if the PK3 or PK4-year-old student is being served in a Head Start program.	Blank = Null Yes = 1 No= 0
Class Curriculum	S_SC_STU_EC_X	EC_ClassCurrCode	Select the appropriate curriculum for the current year. Update this value when the student moves from PK3 to PK 4.	Blank – Null; Big Day; Creative Curriculum; High Scope; Investigator; Montessori; World of Wonder; Other
Days per Week Served	S_SC_STU_EC_X	DaysServed_PerWeek	Select the number of days per week the student is served and update as the student changes grade.	1 – 3 days 4 or more days
Family Literacy Services	S_SC_STU_EC_X	EC_FamilyLiteracySrvcs	For PK3 or PK4, select if a family member participated in the district *Family Literacy Program*.	Blank – Null B – Both Parents F – Father G – Guardian (or Grandparent) M – Mother N – None

Display Name	Table & Number	Field Name	Description	Accepted Values
Family Literacy Years (Child Participation)	S_SC_STU_EC_X	EC_YrsFamilyLitSrvcs	Populate for PK4 students only to indicate the number of years the student/family received district family literacy services.	Blank – Null 1 – 1 Year 2 – 2 Years 3 – 3 Years 4 – 4 or more Years
Income Range	S_SC_STU_EC_X	EC_FamilyIncRangeCode	Field is now greyed out.	
Tuition paid by Parent/Guardian	S_SC_STU_EC_X	EC_TuitionPayer	Check when a parent or guardian pays tuition for PK3 or PK4.	Yes, No
Prior Child Care	S_SC_STU_EC_X	EC_CarePriorToSchCode	Select the value that best describes the last school or childcare setting the K student attended prior to entering the current school-based program.	Blank – Null U – Unknown P – Public R – Private I – Informal/Home
Prior Provider	S_SC_STU_EC_X	EC_ PriorProvider	Select the prior provider type of childcare for the K student. This dropdown is not available for *R - Private*.	Blank – Null U – Unknown S – Head Start K – PK Public School REL – Relative NREL – Non-Relative
Prior Class	S_SC_STU_EC_X	EC_ PriorClassType	Select the prior class type for the prior provider for the K student. This dropdown is not available for *I – Informal/Home*.	Blank – Null U – Unknown FDS - Full Day PDS - Partial Day
Date Tested	S_SC_STU_X	DIAL_Test_Date	Date the DIAL assessment was administered	
DIAL MOTR_SubScale Number	S_SC_STU_X	DIAL_MOTR_SubScaleNum	Number score for DIAL_MOTR_SubScale	
DIAL MOTR_SubScale Percent	S_SC_STU_X	DIAL_MOTR_SubScalePer	Percent score for DIAL_MOTR_SubScale	

Display Name	Table & Number	Field Name	Description	Accepted Values
DIAL CONC_SubScale Number	S_SC_STU_X	DIAL_CONC_SubScaleNum	Number score for DIAL_CONC_SubScale	
DIAL CONC_SubScale Percent	S_SC_STU_X	DIAL_CONC_SubScalePer	Percent score for DIAL_CONC_SubScale	
DIAL LANG_SubScale Number	S_SC_STU_X	DIAL_LANG_SubScaleNum	Number score for DIAL_LANG_SubScale	
DIAL LANG_SubScale Percent	S_SC_STU_X	DIAL_LANG_SubScalePer	Percent score for DIAL_LANG_SubScale	
DIAL SELF_SubScale Number	S_SC_STU_X	DIAL_SELF_SubScaleNum	Number score for DIAL_SELF_SubScale	
DIAL SELF_SubScale Percent	S_SC_STU_X	DIAL_SELF_SubScalePer	Percent score for DIAL_SELF_SubScale	
DIAL SEmot_SubScale Number	S_SC_STU_X	DIAL_SEmot_SubScaleNum	Number score for DIAL_SEMOT_SubScale	
DIAL SEmot_SubScale Percent	S_SC_STU_X	DIAL_SEmot_SubScalePer	Percent score for DIAL_SEMOT_SubScale	

EFA/EIA Classification Information

Start Page > [Student Selection] > Compliance > EFA Code Entry

Program or function of: Office of Finance

The Office of Finance uses only the primary EFA (Education Finance Act) classification code for EFA funding.

Associated Procedures for EFA/EIA Classification

A student whose program of instruction meets the criteria for more than one EFA category should be counted in the highest weighted category for the **Primary EFA** field.

EFA and EIA Initialization

Start Page > Data and Reporting > Reports > State Initialization > EFA/EIA Initialization

Beginning each school year, the SIS administrator should run the EFA/EIA Initialization Process to reset to default the EFA primary code and effective start date for each K-12 student (pre-enrolled or currently enrolled) who has a value of **Yes** for the **Include this Student in State Reporting** field. Only after the initialization process is completed should any staff member begin verifying, editing, or entering new EFA/EIA values for students. All values entered prior to initialization will be reset. For students enrolled after the EFA/EIA initialization is run, an initial EFA code and effective start date must be entered manually.

Associated Documentation

Step by Step Guide to Funding Reports in PowerSchool

Pupil Accounting Manual

Funding Manual

South Carolina Student Accountability System

EFA Code Entry and EFA History

Start Page > [Student Selection] > Compliance > EFA /EIA Classification Information

Primary student EFA funding is based on values entered on the EFA/EIA pages.

Associated Procedures for EFA Code Entry and History

The various values for EFA fields can be grouped into 2 different categories: base programs and exceptional programs.

Base Programs:

- K – Kindergarten (5 on or before September 1st)
- P – Primary (6 on or before September 1st) Grades 1 - 3
- E – Elementary, Grades 4 - 8
- HS – High School, Grades 9 - 12

Exceptional Programs - Students receiving special education and home-based services

- AU – Autism
- EM – Educable Mentally Handicapped
- EH – Emotionally Handicapped
- HH – Hearing Handicapped
- HO – Homebound
- LD – Learning Disabled
- OH – Orthopedically Handicapped
- SP – Speech Handicapped
- TM – Trainable Mentally Handicapped
- VH – Visually Handicapped
- *OHI – Other Health Impair
- *TBI – Traumatic Brain Inj
- *PMD – Mental Disabi-Severe
- *DD – Developmental Delay

Note: Students coded with one of the Exceptional Programs values in the **EFA Primary** field must have an Individualized Education Plan (IEP) and be at least 5 years old before September 1st of the current school year (with an exception for 4-year-olds receiving visual- and/or hearing-related services). PK3 students are not eligible for exceptional program funding. If an exceptional program value is selected, the **Instructional Setting** field on the **South Carolina Student Information** page must also be set to an appropriate value.

Associated Documentation

Step by Step Guide to Funding Reports in PowerSchool

Pupil Accounting Manual

Funding Manual

South Carolina Student Accountability System

Figure 28. *EFA Code Entry Tab on the EFA/EIA Classification Information Page*

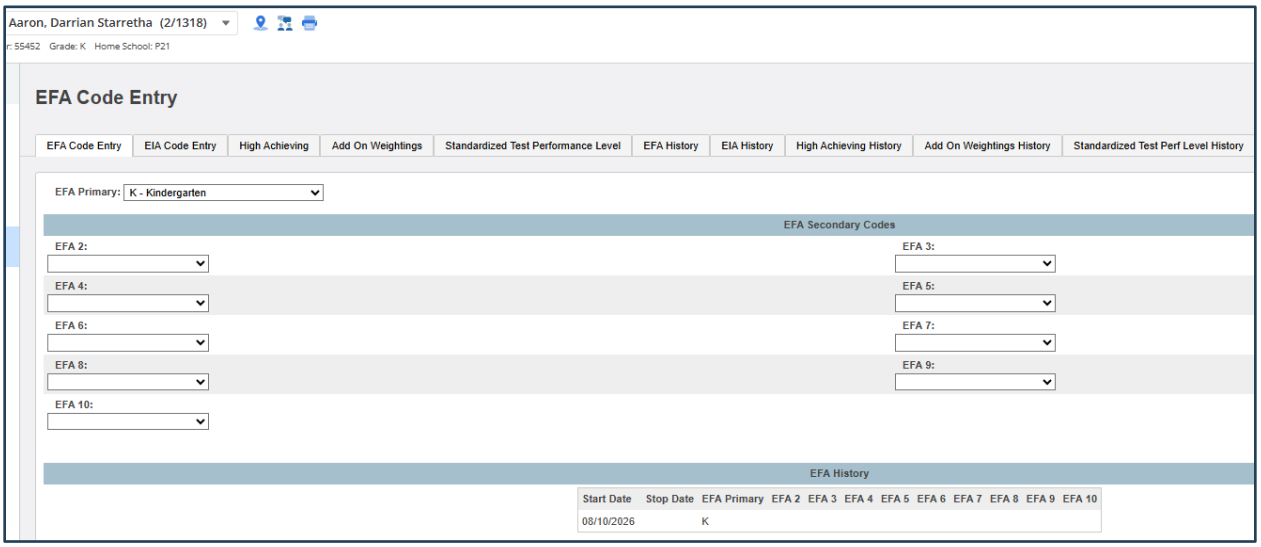


Figure 29. *EFA History Tab on the EFA/EIA Classification Information Page*

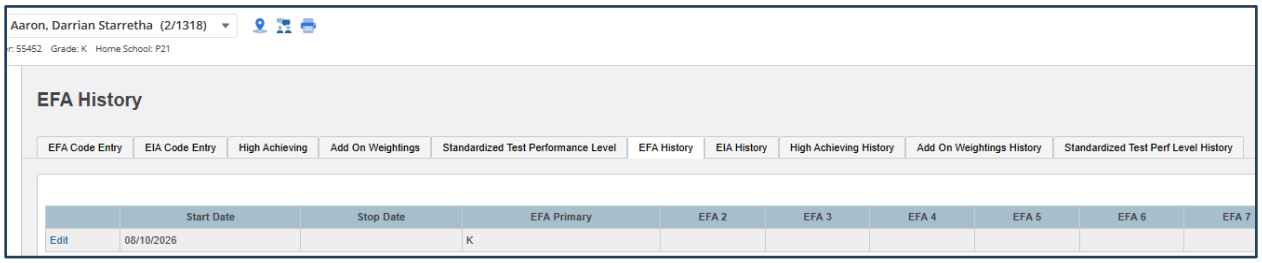


Table 32. *Fields to Populate for EFA Code Entry and EFA History*

Field Label	Table & Number	Field Name	Description	Accepted Values
EFA Primary	S_SC_STU_EFA _History_C	EFA_Primary	Select the highest weighted category of funding most accurately representing the student.	Associated Procedures for EFA Code Entry and History
EFA (2-10)	S_SC_STU_EFA _History_C	EFA_1, EFA_2, etc.	The SCDE uses only the primary EFA code for funding. Complete EFA 2-10 if needed for other purposes.	Associated Procedures for EFA Code Entry and History
Start Date* (EFA Start Date)	S_SC_STU_EFA _History_C	Start_DT	Date student begins receiving services related to the EFA code through the district/school.	
Stop Date* (EFA Stop Date)	S_SC_STU_EFA_ History_C	Stop_DT	Enter the stop date when a change is needed. Automatically populated when a student's EFA Classification changes. Do not enter future stop dates.	

*EFA history dates cannot overlap.

Acceptable EFA Codes & Weightings: Contact the Office of Finance for updated weightings. financesvcs@ed.sc.gov

EIA Code Entry and EIA History

Start Page > [Student Selection] > Compliance > EIA Code Entry or EIA History

Funding and reporting data for PK3 and PK4 students are recorded on the **EIA Code Entry** and **EIA History** tabs.

Associated Procedure for EIA Code Entry and History

PK3 students are coded **EC3 - 3 Year Olds**. PK4 students are coded **EC4 - 4 Year Olds**. This applies to both full- and half-day programs.

Associated Documentation for EIA Code Entry and History

Step by Step Guide to Funding Reports in PowerSchool

Pupil Accounting Manual

Funding Manual

South Carolina Student Accountability System

Figure 30. *EIA Code Entry Tab on the EFA/EIA Classification Information Page*

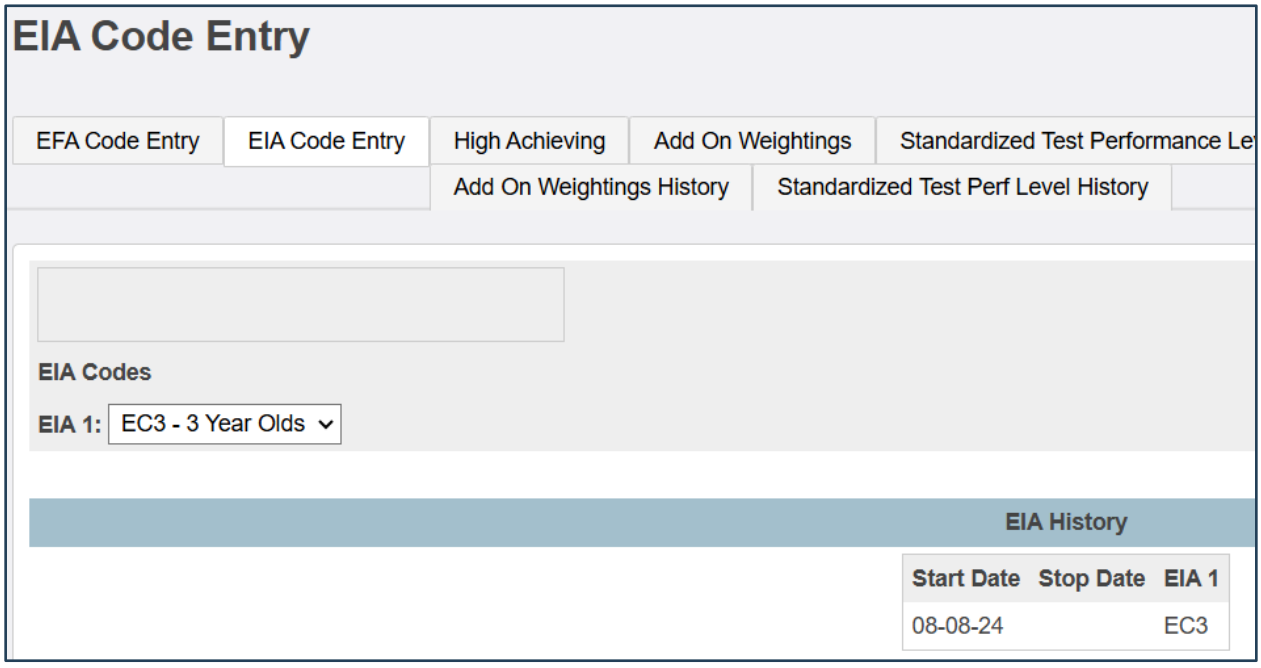


Figure 31. *EIA History Tab on the EFA/EIA Classification Information Page*

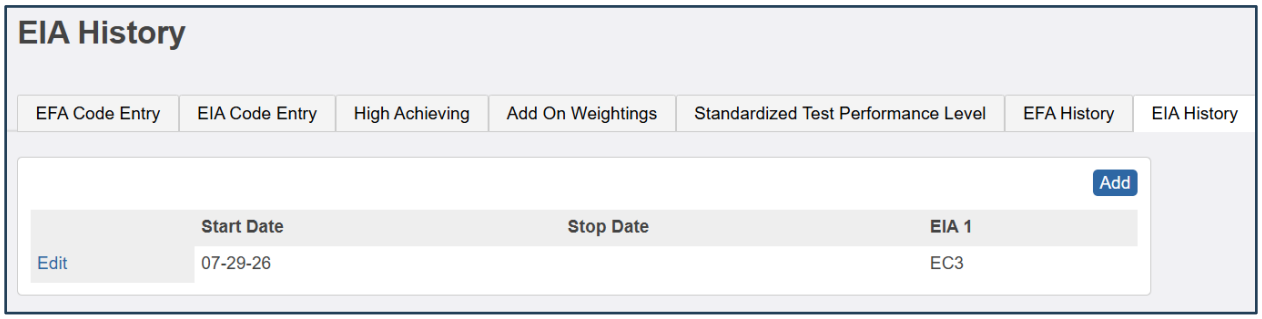


Table 33. *Fields to Populate for EIA Code Entry and EIA History*

Field Label	Table & Number	Field Name	Description	Accepted Values
EIA 1	S_SC_STU_EIA_ History_C	eia_1	Select the appropriate code.	EC3 - 3 Year Olds EC4 - 4 Year Olds
Start Date* (EIA Start Date)	S_SC_STU_EIA_ History_C	START_DT	Date student began receiving PK services	
Stop Date* (EIA Stop Date)	S_SC_STU_EIA_ History_C	STOP_DT	Date student discontinued receiving PK services, if applicable.	

*EIA history dates cannot overlap.

High Achieving Code Entry and High Achieving History

Start Page > [Student Selection] > Compliance > EFA/EIA Classification Information > High Achieving or High Achieving History

High Achieving Add-On Weighting is awarded to students with a current-year entry on the High Achieving tab. The High Achieving History tab displays students' historical high achieving data.

Associated Procedures for High Achieving

Students coded as **Gifted and Talented** must be classified as academically or artistically gifted and talented, be served in a gifted and talented class, and be in grade levels three through twelve. Students coded as **Advanced Placement (AP)** or **International Baccalaureate (IB)** must be in grades nine through twelve and enrolled in an AP or IB course.

Associated Documentation for High Achieving

Step-by-Step Guide for Funding Reports in PowerSchool

Pupil Accounting Manual

Funding Manual

South Carolina Student Accountability System

Figure 32. *High Achieving Code Entry Tab on EFA/EIA Classification Information Page*

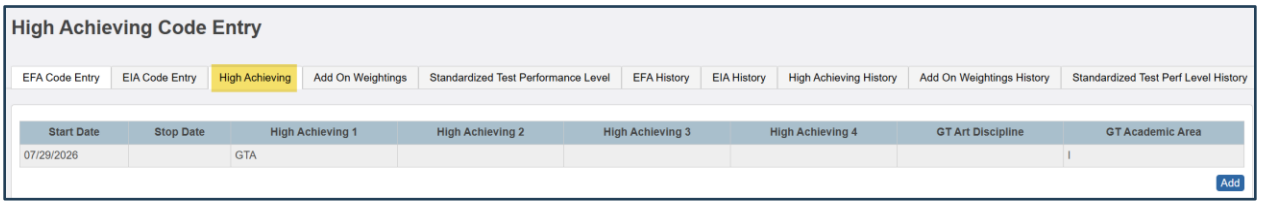


Figure 33. *High Achieving History Tab on EFA/EIA Classification Information Page*

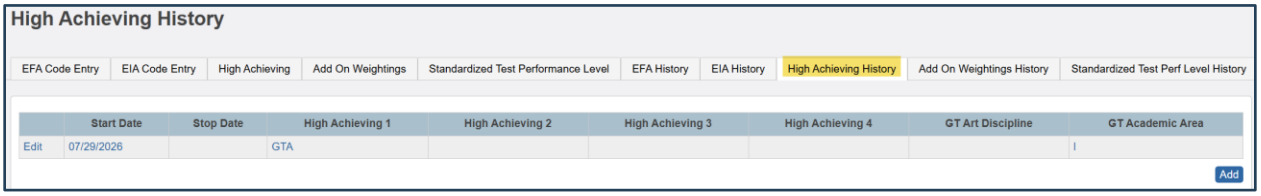


Table 34. *Fields to Populate for High Achieving Code Entry and High Achieving History*

Display Name	Table & Number	Field Name	Description	Accepted Values
Start Date	S_SC_STU_ HGHACH_C	Start_Dt	Date student enrolled for the current school year	
Stop Date	S_SC_STU_HGHACH_C	Stop_Dt	Date student discontinued receiving services, if applicable	
High Achieving 1 - 4	S_SC_STU_ HGHACH_C	HIGHACH_1, HIGHACH_2, HIGHACH_3, HIGHACH_4	Select the value that most accurately represents a student who is being served in a High Achieving program or course. **Funding is determined by any value in the High Achieving 1 field.** Use the other High Achieving fields if needed for alternative purposes.	AP – Advanced Placement; IB – International Baccalaureate; GTA – Gifted and Talented Academic; GTR – Gifted and Talented Artistic Discipline
GT Artistic Discipline	S_SC_STU_ HGHACH_C	GT_Artistic_Discipline	Artistic area in which student is being served, if applicable	V – Visual Arts D – Dance R – Drama M – Music O – Other Area
GT Academic Area	S_SC_STU_ HGHACH_C	GT_Academic_Area	Academic area in which the student is being served, if applicable	E – ELA M – Math B – Both ELA and Math; I – Interdisciplinary O – Other Area

*High achieving history dates cannot overlap.

Add On Weightings and Add On Weightings History

Start Page > [Student Selection] > Compliance > EFA/EIA Classification Information > Add On Weightings or Add On Weightings History

Schools receive additional (or "add on") funding when serving students with certain characteristics. Current and historical Add On Weighting status are displayed on the Add On Weightings tab in a read-only format.

Associated Procedures for Add On Weightings

SC23 Add-On Weightings Initialization

Start Page > Data and Reporting > Reports > State Initialization > SC23 Add-On Weightings Initialization

The SC Add-On Weightings Initialization should be run once at the beginning of the school year. The process creates a new Add-On Weightings record for students active on that day and sets the value for each of the fields for that record to "No." Ensure that PowerSchool is set to the current school year prior to initializing. Once the process starts, it cannot be stopped and could be a long process.

SC24 Add-On Weightings Update

Start Page > Data and Reporting > Reports > Compliance Reports > SC24 Add-On Weightings Update

The SC24 Add-On Weightings Update should be run periodically to update fields on the Add On Weightings page, especially after changes are made to the underlying data for those fields. The process creates a new record for students enrolled at least one day for the current school year with changes detected in any of the fields that affect Add On Weightings.

Figure 34. *Add On Weightings Tab on EFA/EIA Classification Information Page*

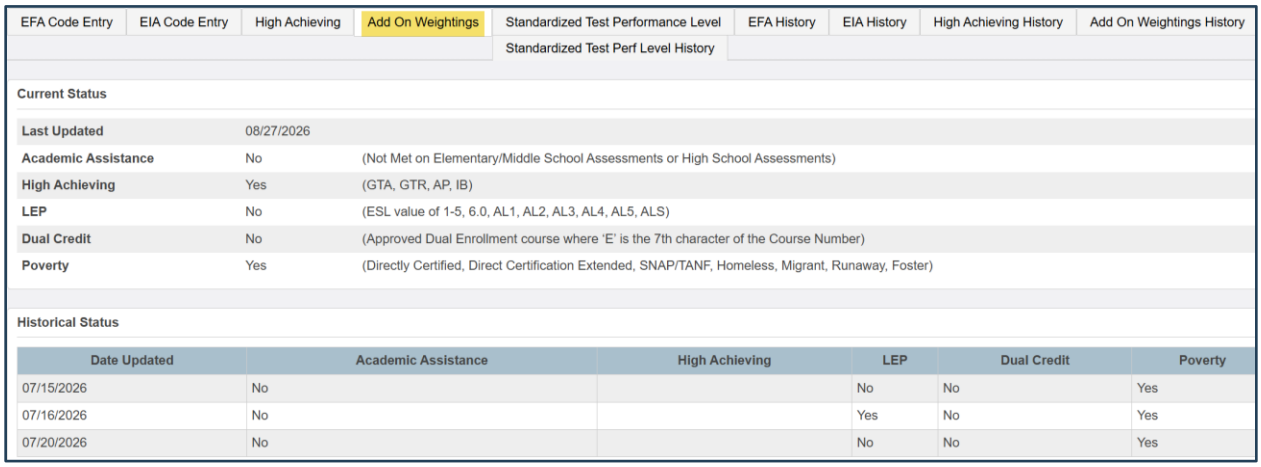


Figure 35. *Add On Weightings History Tab on EFA/EIA Classification Information Page*



Academic Assistance: Academic Assistance Add On Weighting is based on student performance on previous year state standardized tests. Schools receive additional funding for students whose scores indicate they are not meeting the grade level learning objectives on assessments.

High Achieving: Students coded as Gifted and Talented must be classified as academically or artistically gifted and talented, served in a gifted and talented class, and in grades three through twelve. Students coded as Advanced Placement (AP) or International Baccalaureate (IB) must be in grades nine through twelve and be enrolled in a corresponding AP or IB course. Certain Cambridge courses may also apply. Schools receive additional funding for students meeting these qualifications.

Limited English Proficient (LEP) Students: The English Proficiency Levels field (S_SC_STU_X.Engl_Prof) on the SC Student Information page determines student status for Limited English Proficient (LEP) funding. All proficiency codes for LEP students must be entered into the SIS within the first forty-five days of each school year.

A value of SSI can be assigned as an English Proficiency value to any student receiving services only. These students are not evaluated for English proficiency until they enter an educational program.

Poverty (Pupils in Poverty, PIP): There are several PowerSchool fields which can trigger Pupils in Poverty (PIP) funding. If the **Migrant** field on the **SC Student Information page** is checked, a student will receive PIP funding. If the **Foster Home** field on the SC Student Information page is set to Y, a student will receive PIP funding, and if the **Primary Night Time Residence** field on the Homeless Student Information page is set to **B, S, D, U,** or **H,** the student will receive PIP funding. In addition, there are several hidden PowerSchool fields that will trigger PIP funding.

There is no page or tab in PowerSchool on which an administrator can directly edit or add PIP records. However, a student's status is viewable on the **Add On Weightings** tab in the **Poverty** field.

Licensed Residential Treatment Facilities (RTFs): Based on Proviso 1.3, students served in Licensed Residential Treatment facilities (RTFs) for children and adolescents as defined under Section 44-7-130 of the 1976 Code shall receive a weighting of 2.10. Enter the appropriate RTF code using the Student Programs page.

Table 35. *Fields Populated for Add On Weightings*

Display Name	Table & Number	Field Name	Description
Date Updated	S_SC_STU_ ADDONWTGS_C	ADDON_ START_DT	Effective date for the values on this record
Academic Assistance	S_SC_STU_ ADDONWTGS_C	ACAS_ ELIGIBILITY_IND	Displays Yes when student qualifies for Academic Assistance Add On Weighting
High Achieving	S_SC_STU_ ADDONWTGS_C	HIAC_ ELIGIBILITY_IND	Displays Yes when student qualifies for High Achieving Add On Weighting
LEP	S_SC_STU_ ADDONWTGS_C	LEP_ ELIGIBILITY_IND	Displays Yes when student qualifies for LEP Add On Weighting
*Dual Credit	S_SC_STU_ ADDONWTGS_C	DualCredit_ ELIGIBILITY_IND	Displays Yes when student qualifies for Dual Enrollment Add On Weighting
Poverty	S_SC_STU_ ADDONWTGS_C	PIP_ ELIGIBILITY_IND	Displays Yes when student qualifies for PIP Add On Weighting

**Note: Dual Credit / Dual Enrollment add on weighting is no longer available.*

Associated Documentation for Add On Weightings

Step by Step Guide to Funding Reports in PowerSchool

Contact the Office of Finance for updated weightings. financesvcs@ed.sc.gov

Standardized Test Performance Level and History

Start Page > [Student Selection] > Compliance > EFA/EIA Classification Information > Standardized Test Performance Level or Performance Level History

The **Standardized Test Performance Level** tab and its **History** tab display data necessary for Academic Assistance Add-On Weighting. Students with a value of **1 - Not Met** in at least one of the four Performance Level fields qualify for this funding stream. The SCDE distributes import files that populate these read-only fields. This page will display multiple records per student as files are imported from year-to-year.

Associated Documentation

Step by Step Guide to Funding Reports in PowerSchool

Figure 36. *State Standardized Test Performance Level*

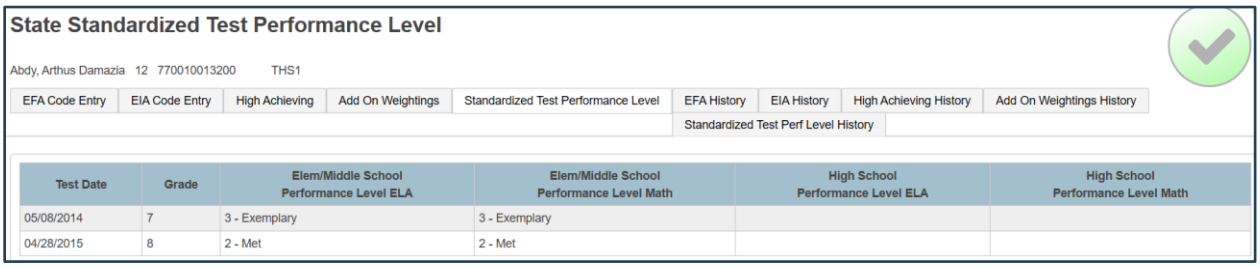


Figure 37. *State Standardized Test Performance Level History*

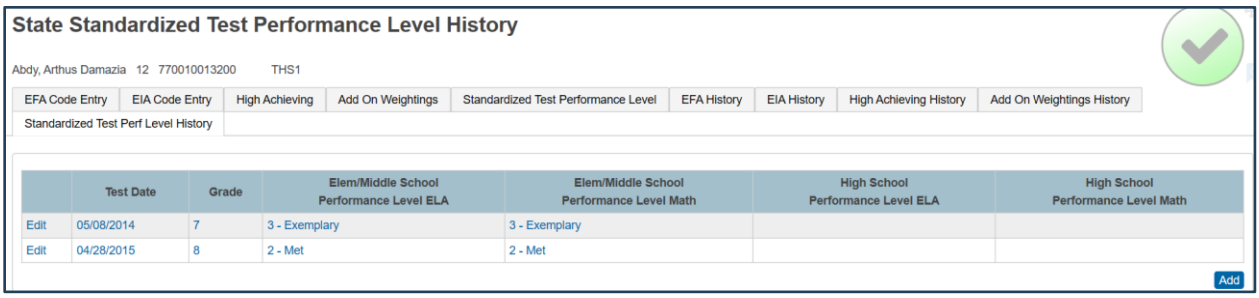


Table 36. *Fields to Populate for Standardized Test Performance Level and History*

Display Name	Table & Number	Field Name	Description	Display Values
Test Date	S_SC_STU_ STTESTPERF_C	Test_Date	Date associated with each record for funding purposes	

Display Name	Table & Number	Field Name	Description	Display Values
Grade	S_SC_STU_ STTESTPERF_C	Grade_Level	Student's grade level associated with the record	
Elem/Middle School Performance Level ELA	S_SC_STU_ STTESTPERF_C	SCPASS_ Performance Level_ELA	Performance level for SCPASS ELA	1 - Not Met 2 - Met 3 - Exemplary
Elem/Middle School Performance Level Math	S_SC_STU_ STTESTPERF_C	SCPASS_ PerformanceLevel_ Math	Performance level for SCPASS Math	1 - Not Met 2 - Met 3 - Exemplary
High School Performance Level ELA	S_SC_STU_ STTESTPERF_C	Performance_ Level_HSASSESS_ELA	Performance level for the high school ELA assessment	1 - Not Met 2 - Met 3 - Proficient 4 - Proficient
High School Performance Level Math	S_SC_STU_ STTESTPERF_C	Performance_ Level_HSASSESS_Math	Performance level for the high school Math assessment	1 - Not Met 2 - Met 3 - Proficient 4 - Proficient

Multilingual Learner Program (MLP)

Start Page > [Student Selection] > Compliance > MLP

Program or function of: Federal & State Accountability

The MLP-related programs assigned to a student display in table view at the bottom of the MLP page. Users can assign a new program, delete, or edit a program assignment entry in this section. The remainder of the page is a combination of read-only and data entry student-level fields.

Associated Procedures

Immigrant Funding Exception – In US School(s) 3 Full Academic Years or Less: This field applies to immigrant children and youth who leave the country before three full academic years and return to the U.S. All immigrant children and youth are coded by using the **Birth Country** and **U.S. Entry Date** fields. When the SCDE calculates the number of immigrant children and youth for Title III, Part A immigrant funding, students who have a **U.S. Entry Date** of more than three years are not included in this calculation. However, sometimes immigrant children and youth leave the U.S. before the full three years and return later. This field may be selected for students who have left the U.S. and returned but have been in U.S. schools for less than three years total. These years do not have to be consecutive. This field will be cleared out annually, and districts will need to have this field updated by the 45-day each school year as applicable to be included in the immigrant calculations for funding.

ML Program Service Delivery Models (PSDMs): When the English Proficiency codes 1.0 – 6.0, AL1 - AL5, or M1 – M4 are selected on the **SC Student Information Page**, then at least one MLP Program Service Delivery Model check is required. Each ML should have one or more PSDMs selected to accurately reflect the MLP services received within the school year. PSDMs may change and should be reflected in PowerSchool accordingly. These fields are cleared annually through the PowerSchool initialization process.

First Record of MLP Services: This field is where the date of the first MLP services on record should be noted. This includes evidence of MLP services from other districts in South Carolina or other states for transfer students. These data are often difficult to retrieve, but the data should be as accurate as possible. This field is critical for ensuring that LEAs monitor the amount of time it takes an ML to obtain proficiency in English and

adjust programmatic components to support the needs of MLs. This date should be completed for all MLs by the 45-day of the school year. Continue to enter this information for all newly enrolled students. This field must be completed for all MLs except those who have previously met the proficiency levels M1-M4 or 8 unless brought back into the MLP. If a student has this information entered and is reclassified as M1, there is no need to delete data from PowerSchool. This field does not get initialized each year. If at any point evidence surfaces indicating a date of MLP services earlier than the one entered, the field may be edited to reflect the earlier date.

Associated Documentation for Multilingual Learner Program

South Carolina Title III: Proficiency Codes for the Multilingual Learner Program (MLP)

Multilingual learner Program Guiding Principles

Figure 38. *MLP*

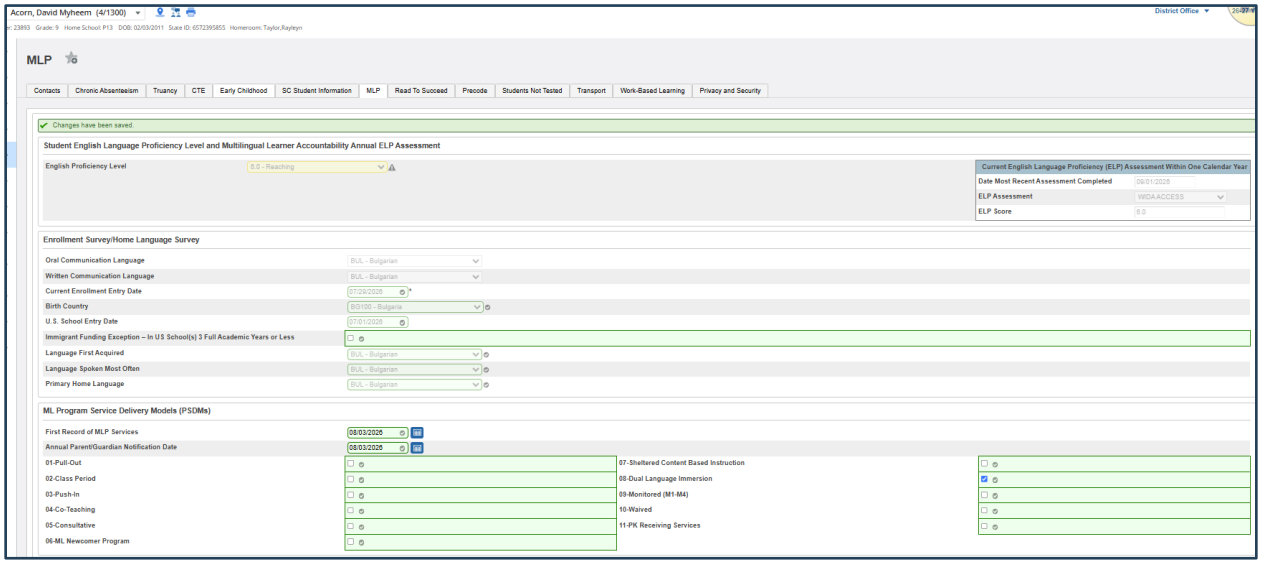


Table 37. *Fields to Populate for MLP*

Display Name	Table & Number	Field Name	Description	Accepted Values
English Proficiency Levels (PL)	S_SC_STU_X	Engl_Prof	Read-only field prepopulated by the SC Student Information page. Verify the student's English Proficiency Level.	English Language Proficiency (ELP) Assessment Table

Display Name	Table & Number	Field Name	Description	Accepted Values
PL Progression		engProfDecimal	The 'PL Progression' value is concatenated with the selected 'English Proficiency Levels' value when applicable.	English Language Proficiency (ELP) Assessment Table
Status		Prof8_status	Only appears when "8 – English Speaker" is selected in the English Proficiency field. The "status" value for students with English Prof of 8 is concatenated with that "8".	8FRMEL - Former EL; 8NVREL - Never EL
Language First Acquired	S_SC_STU_X	First_Lang_ Spoken	Read-only field prepopulated by the 'SC Student Information' page	Appendix A
Language Spoken Most Often	S_SC_STU_X	primarylanguage	Read-only field prepopulated by the 'SC Student Information' page	Appendix A
Primary Home Language	S_SC_STU_X	HomeLang	Read-only field prepopulated by the 'SC Student Information' page	Appendix A
Oral Communication Language	S_SC_STU_X	Oral_Commun_L ang	Read-only field prepopulated by the 'SC Student Information' page	Appendix A
Written Communication Language	S_SC_STU_X	Written_Commun _Lang	Read-only field prepopulated by the 'SC Student Information' page	Appendix A
Annual Parent/Guardia n Notification Date	S_SC_STU_ ESOL_X	Parent_30_Notific ation	Date the Written Parent Notification Letter of services was sent by the school	
Date Most Recent Assessment Completed	S_SC_STU_X	RecentAssessDat e	Read-only field prepopulated by the SC Student Information page	
ELP Assessment	S_SC_STU_X	RecentAssessTyp e	Read-only field prepopulated by the SC Student Information page	South Carolina Title III Proficiency Codes for the

Display Name	Table & Number	Field Name	Description	Accepted Values
				Multilingual Learner Program (MLP) Updated January 2026
ELP Score	S_SC_STU_X	RecentAssessScore	Read-only field prepopulated by the SC Student Information page	South Carolina Title III Proficiency Codes for the Multilingual Learner Program (MLP) Updated January 2026
Current Enrollment Entry Date	Students	EntryDate	Read-only and auto-populated with the Entry Date from the student's current enrollment	
Birth Country	S_SC_STU_X	Student_BirthCntry	Read-only field prepopulated by the SC Student Information page	Birth Country
U.S. School Entry Date	S_SC_STU_X	USSchEntryDate	Read-only field prepopulated by the SC Student Information page	
Immigrant Funding Exception – In US School(s) 3 Full Academic Years or Less	S_SC_STU_ESOL_X	Exception_3Year	Check if the student has left the country and returned and has been in U.S. schools for less than three academic years total. These years do not have to be consecutive.	Checked = 1 Unchecked = 0
First Record of MLP Services	S_SC_STU_ESOL_X	MLP_FirstService_Date	Date of the first record of MLP services from any district/state	
01-Pull-Out	S_SC_STU_ESOL_X	ELLI01	Delivery model associated with the student's English Learner Student Program	Checked = 1 Unchecked = 0

Display Name	Table & Number	Field Name	Description	Accepted Values
02-Class Period	S_SC_STU_ ESOL_X	ELLI02	Delivery model associated with the student's English Learner Student Program	Checked = 1 Unchecked = 0
03-Push-In	S_SC_STU_ ESOL_X	ELLI03	Delivery model associated with the student's English Learner Student Program	Checked = 1 Unchecked = 0
04-Co-Teaching	S_SC_STU_ ESOL_X	ELLI04	Delivery model associated with the student's English Learner Student Program	Checked = 1 Unchecked = 0
05-Consultative	S_SC_STU_ ESOL_X	ELLI05	Delivery model associated with the student's English Learner Student Program	Checked = 1 Unchecked = 0
06-ML Newcomer Program	S_SC_STU_ ESOL_X	ELLI06	Delivery model associated with the student's English Learner Student Program	Checked = 1 Unchecked = 0
07-Sheltered Content Based Instruction	S_SC_STU_ ESOL_X	ELLI07	Delivery model associated with the student's English Learner Student Program	Checked = 1 Unchecked = 0
08-Dual Language Immersion	S_SC_STU_ ESOL_X	ELLI08	Delivery model associated with the student's English Learner Student Program	Checked = 1 Unchecked = 0
09-Monitored (M1-M4)	S_SC_STU_ ESOL_X	ELLI09	Delivery model associated with the student's English Learner Student Program	Check = 1 Unchecked = 0
10-Waived	S_SC_STU_ ESOL_X	ELLI10	Delivery model associated with the student's English Learner Student Program	Checked = 1 Unchecked = 0
11-PK Receiving Services	S_SC_STU_ ESOL_X	ELLI11	Delivery model associated with the student's English Learner Student Program	Check = 1 Unchecked = 0

Homeless Student Information

Start Page > [Student Selection] > Compliance > Homeless Student Information

Program or function of: Office of Federal & State Accountability

All school districts, except PUSD and DJJ, are required to identify all students experiencing homelessness by selecting the appropriate code for the **Primary Night Time Residence** field.

Note: Emphasis is placed on accurately accounting for students who experienced homelessness at any point during the school year. Ensure that data reflect all students whose primary nighttime residence meet the criteria, including students who enroll as ***unaccompanied youth****.*

Associated Procedures

The Homeless Student fields MUST be populated for the SCDE data collection.

The LEA Homeless Liaison and PowerSchool Coordinator should have policies and procedures in place to ensure accuracy. The LEA Liaison determines these procedures.

1. If a student is an unaccompanied youth, AND meets the McKinney-Vento definition of homeless, then you must populate both the **Primary Night Time Residence** and the **Unaccompanied youth** fields. Indicate where the student stays at night and set the **Unaccompanied youth** selection to Yes.

2. If the student is NOT homeless, verify that the default setting is blank.

Homeless status is based upon the following McKinney-Vento definition: A homeless student is a child or youth who lacks a fixed, regular, and adequate nighttime residence. This includes children and youth:

- sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
- living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
- living in emergency or transitional shelters, or are abandoned in hospitals;

- who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or
- migratory students who qualify as homeless for the purposes of this subtitle because they are living in circumstances described above.

Unaccompanied homeless youth status is based upon the following definition:

- An unaccompanied *homeless* youth is a youth who is not in the physical custody of a parent or guardian and who meets the McKinney-Vento definition of homeless.
- There is no age range specified for an unaccompanied youth in the law. The upper age range is determined by what the state defines as school-aged. For South Carolina, this is twenty-one years of age and there is no lower age range.

If a family requests not to be identified as homeless, the district is still required to identify the student as homeless for data collection purposes. The family has the right to refuse services. To honor the family's request, LEAs should have a process in place to ensure that these students and families are not included in outreach for McKinney-Vento programs or support services.

PowerSchool access to the Homeless Student Information screen is restricted to designated employees. The district's Homeless Liaison is responsible for identifying homeless students and unaccompanied homeless youth and can authorize access to the Homeless Student Information screen.

Associated Documentation

Every Student Succeeds Act (ESSA) Title IX, Part A McKinney-Vento Homeless Assistance Act

Figure 39. *Homeless Student Information page*

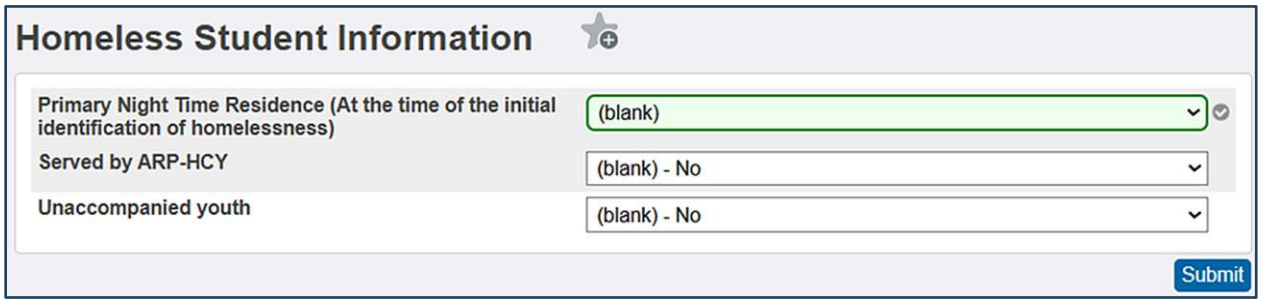


Table 38. *Fields to Populate for Homeless Student Information*

Display Name	Table & Number	Field Name	Description	Accepted Values
Primary Night Time Residence	S_SC_STU_X	Night_ Residence	Student's current nighttime residence	(blank) – Null B-Substandard Housing S-Shelters, Transitional Housing D-Doubled-up U-Unsheltered H-Hotels/Motels
Served by ARP-HCY	S_SC_STU_X	ARP_HCY	Indicate if the student is served by the ARP-HCY fund.	(Blank) – No Y – Yes
Unaccompanied youth	S_SC_STU_X	Unaccomp_Youth	Is the student considered an unaccompanied youth?	(Blank) - No Y - Yes

Privacy and Security

Start Page > [Student Selection] > Compliance > Privacy and Security

Program or function of: Information Technology – Research and Reporting

The South Carolina Department of Education (SCDE) facilitates the collection of directory information to reduce the annual compliance burden on schools while still meeting federal requirements for local education agencies (LEAs). However, SCDE can only generate and provide the necessary data if schools give families timely notice of their right to opt out and accurately report which students should be excluded, using a format that SCDE can access and process.

Directory Information: According to the U.S. Department of Education,

> "*Directory information* means information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed." 34 CFR § 99.3 Typically, this includes information such as name, physical and email addresses, telephone listing, date and place of birth, participation in officially recognized activities and sports, and dates of attendance.
>
> A school may disclose "directory information" to third parties without consent if it has given public notice of the types of information which it has designated as directory information, the parent's or eligible student's right to restrict the disclosure of such information, and the period of time within which a parent or eligible student has to notify the school in writing that he or she does not want any or all of those types of information designated as "directory information." 34 CFR § 99.3 and 34 CFR § 99.37.

For more information, see the PTAC publication Protecting Student Privacy While Using Online Educational Services.

Military Information: Under the Every Student Succeeds Act (ESSA), each LEA receiving assistance shall provide access to the name, address, and telephone listing of each secondary student served by the LEA, unless the parent of such student has submitted a written request that the listing not be released. LEAs must notify parents of this option.

For more information, see the ESSA Student Recruiting Information page, Section 8025 (a)(1) and Section 8025 (a)(2)(A).

Associated Documentation

MEMO: PowerSchool eCollect Testing, ESSA Requirements, and Directory Information

Figure 40. *Privacy and Security*

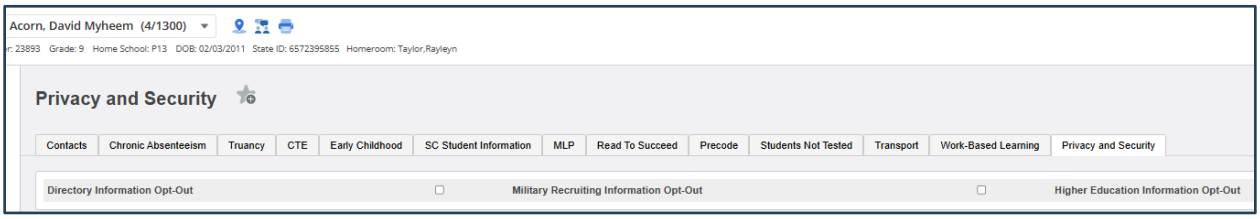


Table 39. *Fields to Populate for Privacy and Security*

Display Name	Table & Number	Field Name	Description	Accepted Values
Directory Information Opt-Out	S_SC_STU_PRV_X	Directory_OptOut	Indicate if the parent, guardian, or student (age 18 and up) has chosen not to have the LEA disclose directory information to third parties.	Checked =1 Unchecked = 0
Military Recruiting Information Opt-Out	S_SC_STU_PRV_X	Military_OptOut	Indicate if the parent, guardian, or student (age 18 and up) has chosen not to have the LEA disclose information to Military Recruiters.	Checked =1 Unchecked = 0
Higher Education Information Opt Out	S_SC_STU_PRV_X		Indicate if the parent, guardian, or student (age 18 and up) has chosen not to have the LEA disclose information to institutions of higher education.	Checked =1 Unchecked = 0

Precode

Start Page > [Student Selection] > Compliance > Precode

Program or function of: Assessment and Standards

The Precode page in PowerSchool contains student information specific to assessment rostering. The data are shared with testing contractors for pre-populating online testing systems or pre-assigning answer documents and test booklets to students via scannable (barcoded) test documents or labels. By coding these fields, the majority of online sessions and paper documents do not need to be manually entered by teachers and students.

Associated Procedures

Precode Initialization: The district-level PowerSchool administrator is responsible for running the start-of-year initialization process *only once* per school year; follow the district administrator's instructions provided for schools in your district. The process runs for students who are currently enrolled in any selected school or enrolled at any time during the current school year.

The process *does not remove values* for students who have:

- an enrollment with the entry date and exit date as the same date in the current school year
- the following checkboxes selected:
    - Deaf-Blindness
    - Multiple Disabilities
    - Alternate Assessment
    - Braille

For selected schools and designated students, this initialization process deletes all other current year values on the **Precode** page. The initialization process will not "blank" field values stored for inactive students.

Inactive students who are enrolled and become active after the initialization process must be manually updated.

The **True Grade** and **Instructional Setting** fields are set to blank during initialization. Therefore, these fields need to be populated annually *after* precode initialization occurs. The Instructional Setting field also needs to be updated whenever a student's instructional setting changes. Errors in these fields will complicate federal and state reporting efforts.

Associated Documentation

Assessment Rostering Guide

Figure 41. *Precode Data Entry*

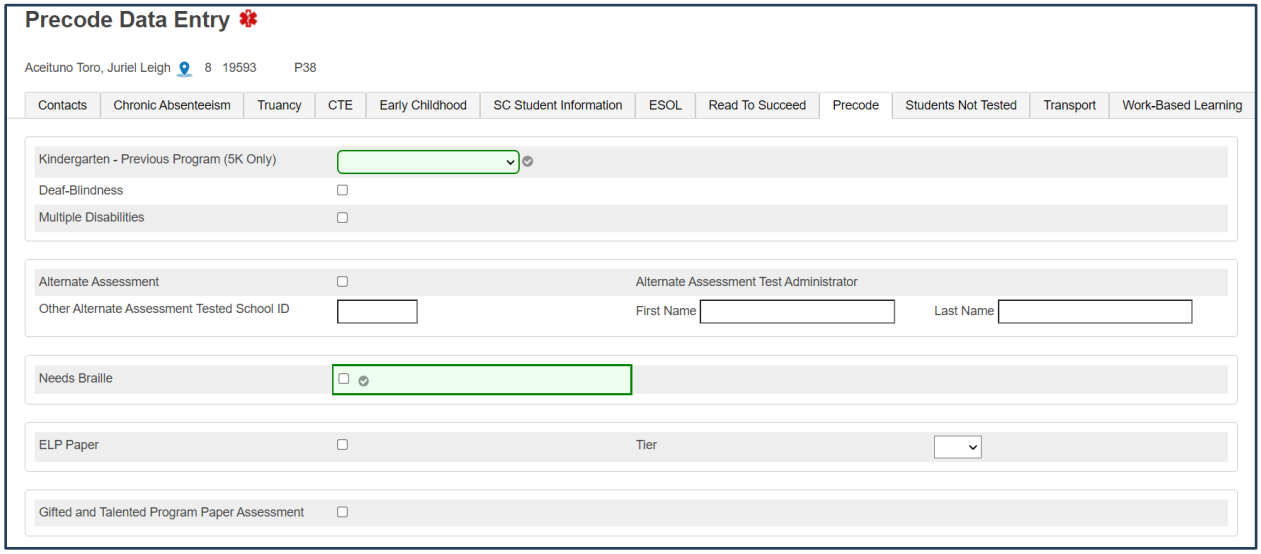


Table 40. *Fields to Populate for Precode Data Entry*

Display Name	Table & Number	Field Name	Description	Accepted Values
Kindergarten - Previous Program (5K Only)	S_SC_STU_X	KndrgrtnPrevPgm	Program student attended prior to kindergarten	N, Hd, St, Prv, O
Deaf-Blindness	S_SC_STU_X	DeafBlindInd	Indicate if deaf and/or blind.	Checked = 1 Unchecked= 0
Multiple Disabilities	S_SC_STU_X	MultiDisabInd	Indicate if student has multiple disabilities.	Checked = 1 Unchecked= 0

Display Name	Table & Number	Field Name	Description	Accepted Values
Alternate Assessment	S_SC_STU_X	AltAssessCde	Indicate if student meets the eligibility requirement for alternate assessment, even if not testing for the current year. If checked, the student's EFA Primary value must be set to an exceptional program code.	Checked = 1 Unchecked= 0
Other Alternate Assessment Tested School ID	S_SC_STU_X	Other_AltAssess Test_SchoolID	Four-digit district code and three-digit school code where the alternate assessment is taken	
Alternate Assessment Test Administrator - First Name	S_SC_STU_X	AltAssessTA_ FirstName	Test administrator first name	
Alternate Assessment Test Administrator - Last Name	S_SC_STU_X	AltAssessTA_ Lastname	Test administrator last name	
Needs Braille	S_SC_STU_X	NeedsBrailleInd	Indicate if student's IEP/504 plan includes Braille for assessments.	Checked = 1 Unchecked= 0
ELP Paper	S_SC_STU_X	ELP_Paper	Indicate if student's IEP/504 plan includes paper testing for ELP assessment.	Checked = 1; Unchecked = 0
Tier	S_SC_STU_X	Tier	Tier the student requires	Blank, A, B/C

Display Name	Table & Number	Field Name	Description	Accepted Values
Gifted and Talented Program Paper Assessment	S_SC_STU_X	GT_Paper	Indicate if student needs gifted/talented assessment on paper	Checked = 1 Unchecked = 0
ELA Custom Materials	S_SC_STU_X	CustomELACde	Custom ELA materials required by this student	NA, LP, DH, BN, BU
ELA Oral/Signed Admin	S_SC_STU_X	OralELA	Type of ELA oral administration	NA, OA1, OA2, OA12, AV
Math Custom Materials	S_SC_STU_X	CustomMathCde	Custom math materials required	NA, LP, DH, BN, BU
Math Oral/Signed Admin	S_SC_STU_X	OralMath	Type of math oral administration	NA, OA, AV
Science Custom Materials	S_SC_STU_X	CustomSciCde	Custom science materials required	NA, LP, DH, BN, BU
Science Oral/Signed Admin	S_SC_STU_X	OralScience	Type of science oral administration	NA, OA, AV
Social Studies Custom Materials	S_SC_STU_X	CustomSocStuCde	Custom social studies materials required	NA, LP, DH, BN, BU
Social Studies Oral/Signed Admin	S_SC_STU_X	OralSocStudies	Type of social studies oral administration	NA, OA, AV
ELA Sort ID	S_SC_STU_X	ELASortID	Student's ELA sort ID	
Elem/Middle Paper - ELA	S_SC_STU_X	G38PaperEla	Indicate if the student is approved to test ELA on paper	Checked = 1 Unchecked= 0
Math Sort ID	S_SC_STU_X	MathSortID	Student's Math sort ID	
Elem/Middle Paper - Math	S_SC_STU_X	G38PaperMath	Indicate if the student is approved to test Math on paper.	Checked = 1 Unchecked= 0
Science Sort ID	S_SC_STU_X	ScienceSortID	Student's Science sort ID	

Display Name	Table & Number	Field Name	Description	Accepted Values
Elem/Middle Paper - Science	S_SC_STU_X	G38PaperScience	Indicate if the student is approved to test Science on paper.	Checked = 1 Unchecked= 0
Social Studies Sort ID	S_SC_STU_X	SocStudiesSortID	Student's Social Studies sort ID	
Elem/Middle Paper - Social Studies	S_SC_STU_X	G38PaperSocStu	Indicate if the student is approved to test Social Studies on paper.	Checked = 1 Unchecked= 0
Middle/High EOCEP Paper - English	S_SC_STU_X	EOCEPPaperEla	Indicate if the student is approved to test English on paper.	Checked = 1 Unchecked= 0
Middle/High EOCEP Paper - Algebra	S_SC_STU_X	EOCEPPaperMath	Indicate if the student is approved to test Algebra on paper.	Checked = 1 Unchecked= 0
Middle/High EOCEP Paper - Biology	S_SC_STU_X	EOCEPPaperScience	Indicate if the student is approved to test Biology on paper.	Checked = 1 Unchecked= 0
Middle/High EOCEP Paper - USHC	S_SC_STU_X	EOCEPPaperSocStu	Indicate if the student is approved to test USHC on paper.	Checked = 1 Unchecked= 0
Career Readiness Grade 12 - Fall	S_SC_STU_X	CR_Grade12	Indicate if student will take the Career Readiness assessment in grade 12, fall administration	Checked = 1 Unchecked= 0
Career Readiness Grade 12 - Spring	S_SC_STU_X	CR_Grade12_Spring	Indicate if student will take the Career Readiness assessment in grade 12, spring administration	Checked = 1 Unchecked= 0

Display Name	Table & Number	Field Name	Description	Accepted Values
Career Readiness Paper	S_SC_STU_X	CR_Paper	Indicate if student is approved to test Career Readiness on paper.	Checked = 1 Unchecked= 0
Career Readiness Accommodations	S_SC_STU_X	CR_Accommodations	Select needed paper accommodations for Career Readiness.	NA, LP, BN
Career Readiness Oral Accommodations	S_SC_STU_X	CR_Oral_Accomodation	Select needed oral accommodations for Career Readiness.	NA, OS

Read to Succeed

Start Page > [Student Selection] > Compliance > Read To Succeed

Program or function of: Early Learning and Literacy

Districts must use the Read to Succeed PowerSchool page to enter required information for every student invited to Summer Reading Camp (SRC) regardless of grade level. The fields for pre- and post-assessment data have been updated to meet the requirements of Act 114, Section 59-155-130(A)(7). Districts must report:

- How many students enroll in the camps
- How many students in each grade successfully complete the camps
- How many third graders are promoted to fourth grade
- How many third graders are retained
- How many third graders are promoted for a "good cause"

In addition, Section 59□155□160(H) of the S.C. Code requires that districts include first- and second□grade students in summer reading camps if they are not showing grade□level reading proficiency. This requirement begins with first graders in the 2025–2026 school year, and second graders in the 2026–2027 school year.

Associated Procedures

Eligible for Retention: 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 1 – Not Met on the SC READY Reading assessment.

Eligible for Summer Reading Camp: Students from any grade who demonstrate low reading performance may be considered eligible for Summer Reading Camp. Districts may determine eligible students using SC READY Reading performance, a district or school assessment, or classroom measures of reading performance. Districts may invite any student failing to meet reading proficiency to the Summer Reading Camp.

Good Cause Exemption: Third grade students who fail to demonstrate reading proficiency may be exempt from retention if they meet one of the Good Cause Exemptions. Complete this section for all third graders participating in SRC. Data needs to be provided on all third graders eligible for retention, regardless of whether they attend SRC. Only one exemption may be selected.

Read to Succeed Initialization: The Read to Succeed Initialization process should be run only once during the school year and not before January to allow time for data to be collected and processed. The process will clear all Read to Succeed data for a selected school and school year.

This includes the students based on enrollment status:

- pre-registered (enrollment status = -1)
- active (enrollment status = 0)
- transferred out (enrollment status = 2).

The following fields are cleared during this process:

- **AltAssessed_GCE**
- **Determination_Factor**
- **English_Learner_GCE**
- **GCE_504**
- **IEP_GCE**
- **Invited**
- **PostAssessment**
- **PostAssessment_Score**
- **PreAssessement**
- **PreAssessment_Score**
- **PreviouslyRetained_GCE**
- **Proficiency_Level**
- **Promotion_Status**
- **Reading Portfolio_GCE**
- **SummerReading_GCE**
- **Superintendent_GCE**

Associated Documentation

SC School & Program Setup Guide for PowerSchool

Read to Succeed

Figure 42. *Read To Succeed*

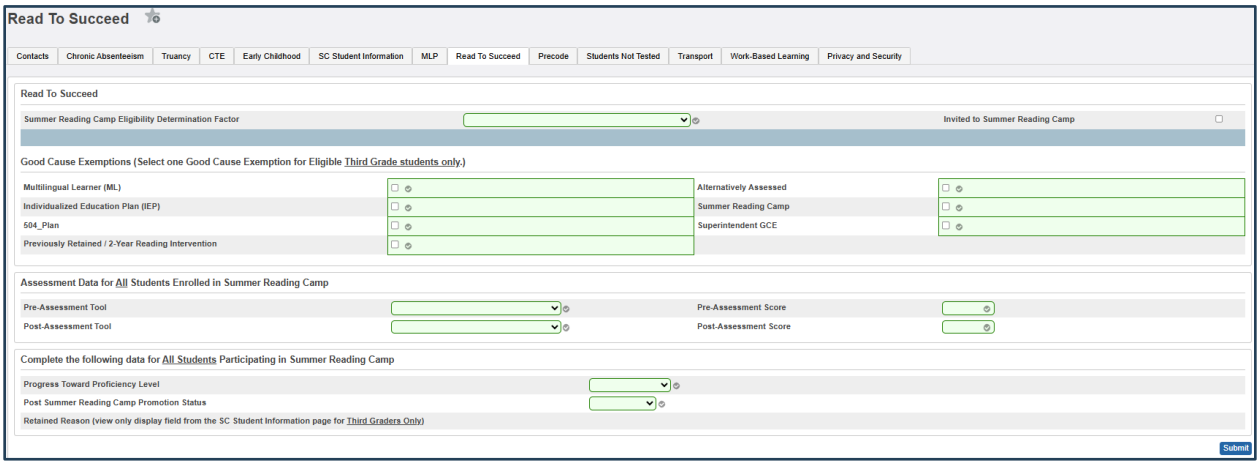


Table 41. *Fields to Populate for Read To Succeed*

Display Name	Table & Number	Field Name	Description	Accepted Values
Summer Reading Camp Eligibility Determination Factor	S_SC_STU_ ReadToSucceed_X	Determination_Factor	Reason student is eligible for summer reading camp	[Blank] - Default 1 - SC READY Reading Does Not Meet 2 - District or School Assessment Does Not Meet 3 - Classroom Reading Performance Below Expectations 4 - Elective Participation
Invited to Summer Reading Camp	S_SC_STU_ ReadToSucceed_X	Invited	Select if invited to a summer reading camp.	Checked = 1 Unchecked = 0
Multilingual Learner (ML)	S_SC_STU_ ReadToSucceed_X	English_Learner_GCE	Select if student is a Multilingual Learner (ML)	Checked = 1 Unchecked = 0

Display Name	Table & Number	Field Name	Description	Accepted Values
Individualized Education Plan (IEP)	S_SC_STU_ ReadToSucceed_X	IEP_GCE	Select if student has an Individualized Education Plan (IEP)	Checked = 1 Unchecked = 0
504_Plan	S_SC_STU_ ReadToSucceed_X	504_GCE	Select if student has a Section 504 Plan	Checked = 1 Unchecked = 0
Previously Retained / 2-Year Reading Intervention	S_SC_STU_ ReadToSucceed_X	PreviouslyRetained_GCE	Select if student was previously retained or enrolled in a 2-year reading intervention program	Checked = 1 Unchecked = 0
Alternatively Assessed	S_SC_STU_ ReadToSucceed_X	AltAssessed_GCE	Select if student is alternatively assessed	Checked = 1 Unchecked = 0
Summer Reading Camp	S_SC_STU_ ReadToSucceed_X	SummerReading_GCE	Select if student is attending a summer reading camp.	Checked = 1 Unchecked = 0
Superintendent Promotion	S_SC_STU_ ReadToSucceed_X	Superintendent_GCE	Select if student has an exemption from the superintendent. Before Camp or After Camp must be selected to indicate when the GCE was issued.	Checked = 1 Unchecked = 0
Before Camp	S_SC_STU_ ReadToSucceed_X	Super_GCE_Before	Either Before Camp or After Camp must be selected if Superintendent GCE is selected.	Checked = 1 Unchecked = 0

Display Name	Table & Number	Field Name	Description	Accepted Values
After Camp	S_SC_STU_ ReadToSucceed_X	Super_GCE_After	Either Before Camp or After Camp must be selected if Superintendent GCE is selected.	Checked = 1 Unchecked = 0
Pre-Assessment Tool	S_SC_STU_ ReadToSucceed_X	PreAssessment	Tool used to assess reading ability prior to participation in a summer reading program	0 - Not Tested 4 - MAP 5 - STAR 6 – iReady 7 - Mastery View Predictive Assessments 9 - DRC Beacon 10 – SC READY
Pre-Assessment Score	S_SC_STU_ ReadToSucceed_X	PreAssessment_ Score	Score student earned on pre-assessment	
Post-Assessment Tool	S_SC_STU_ ReadToSucceed_X	PostAssessment	Tool used to assess reading ability after participation in a summer reading program	0 - Not Tested 4 - MAP 5 - STAR 6 - iReady 7 - Mastery View Predictive Assessments 9 - DRC Beacon 10 – SC READY
Post-Assessment Score	S_SC_STU_ ReadToSucceed_X	PostAssessment_ Score	Score student earned on post-assessment	
Progress Toward Proficiency Level	S_SC_STU_ ReadToSucceed_X	Proficiency_Level	Student's proficiency level	99 - Not Tested 0 - Maintained 1 - Growth/Gain -1 - Regressed

Display Name	Table & Number	Field Name	Description	Accepted Values
Post Summer Reading Camp Promotion Status	S_SC_STU_ ReadToSucceed_X	Promotion_Status	Indicate if promoted after summer reading camp	[Blank] - Default 0 – Retained 1 - Promoted
Retained Reason	S_SC_STU_X	RetainReasonCode	Reason retained (read-only, prepopulated by the SC Student Information page)	[Blank] - Default 01 - Poor grades 02 - Low test score 03 - Teacher judgment 04 - Poor grades & Low test score 05 - Poor grades & Teacher judgment 06 - Low test score & Teacher judgment 07 - Poor grades & Low test scores & Teacher 08 - Mandatory 3rd Grade Retention O - Other

South Carolina Student Information

Start Page > [Student Selection] > Compliance > South Carolina Student Information

Program or function of: Office of Federal & State Accountability, Office of Student Support, Office of Special Education Services, Office of Assessment and Standards

Data on the **South Carolina Student Information** page includes various topics used for accountability and state reporting, including, but not limited to: English proficiency; student services; 504 plans; diploma, seals, and awards earned; the Employability Credential; Adult Ed and/or student dropout tracking; transportation; and other fields used at district discretion.

Associated Procedures

The fields from the page are listed here alphabetically.

Advisor: This field was previously used for entering advisor number and name for distribution of testing materials. The SCDE will not use this field for collecting the advisor name and number; instead, the values for the advisor name and number fields located on the Sections page will be used for precode purposes.

Adult Education Graduation Date: Enter the date only if the "Z" code is selected for Diploma Earned field.

Birth Country: Select a student's actual birth country. Use the list below for students born Outside Contiguous United States (OCONUS). The contiguous United States, also known as the United States mainland, does not include Alaska, Hawaii, or any other territories under the control of the United States:

- Alaska: (Blank) – United States
- Hawaii: (Blank) – United States
- American Samoa (AS): ZZZ998 – US Territory
- Guam (GU): ZZZ998 – US Territory
- Northern Mariana Islands (MP): ZZZ998 – US Territory
- Puerto Rico (PR): (Blank) – United States
- U.S. Virgin Islands (VI): ZZZ998 – US Territory
- Military Bases (Within the United States): (Blank) – United States

- Military Bases (Outside the United States): Select the country where the military base is located.

Note: Students born on military bases outside the U.S. may have a Consular Report of Birth Abroad (CRBA) or Certificate of Citizenship instead of a birth certificate.

Coordinated Early Intervening Services (CEIS): These are services provided to students in kindergarten through grade twelve (with emphasis on students in K - 3) who are not currently identified as needing special education or related services, but who need additional academic and behavioral support to succeed in a general education environment. Contact the Office of Special Education for further information.

Dropout Reason and Date: When transferring out a student using the **W36** dropout code, a dropout reason and date must be populated. Students in grades PK through 6 should not have values in these fields.

Associated Documentation

Dropout Policies and Procedures

Graduation Cohort (**Academic Goals** and **Earned** sections)**:** Code students graduating in the current year as follows:

- Seeking Diploma Type (for Transcript) – **F – State of SC Diploma**
- Diploma Earned – **F – State of SC Diploma**
- Graduation Date – a date within the current-year term

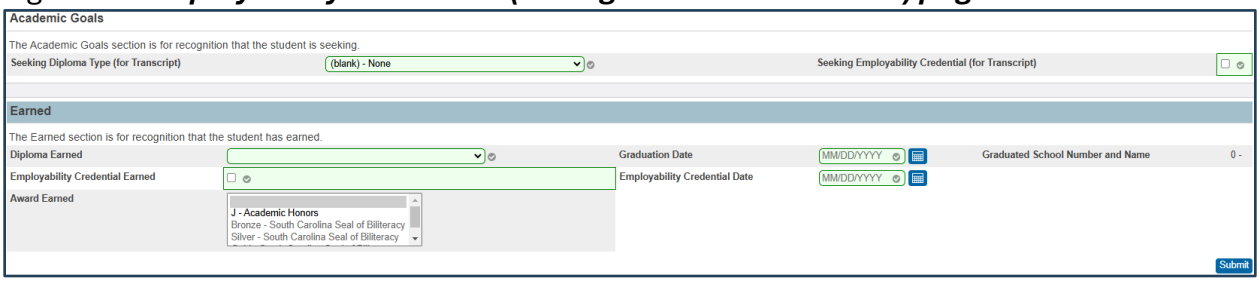
Employability Credential: For students on track to earn an Employability Credential, select **Seeking Employability Credential (for Transcript)** and populate the **Employability Credential Date** field so that credentials can be ordered prior to exit dates. This field identifies 12th grade students (including those with a True Grade of twelve), as well as students who may have returned after 12th grade and are eligible to seek the credential. Ordering of paper employability credentials occurs in the spring.

For students who have earned the Employability Credential, select **Employability Credential Earned** and enter a date within the current-year term in the **Employability Credential Date** field.

Associated Documentation

Employability Credential Data Entry Training (6 minutes, 57 seconds)

Figure 43. ***Employability Credential (SC High School Credential) page***



Diploma Pathways Seals of Distinction: Students who earn a diploma may also earn up to seven seals of distinction:

- **HON – Honors Seal of Distinction**
- **COL – College-Ready Seal of Distinction**
- **CAR – Career Seal of Distinction**
- **S – Specialization Seal of Distinction – STEM**
- **M – Specialization Seal of Distinction – Military**
- **W – Specialization Seal of Distinction – World Language**
- **A – Specialization Seal of Distinction – Arts**

*Note: To receive digital credentials the **Postgraduate Student Email** field on the **South Carolina Student Information** page must include a valid student email address which the student can access after graduation.*

Associated Documentation

Diploma Pathways Seals of Distinction Data Entry Training Video (7 minutes, 52 seconds)

The *Seals of Distinction 2023-2024 Overview and Guidelines* document has been sent to district-level Seals of Distinction Contacts (as designated by districts in DEIMS).

SC Seal of Biliteracy: Eleventh and 12th grade students may earn one or more seals of biliteracy, and they may earn this award for both years. When adding a seal, the following fields are required:

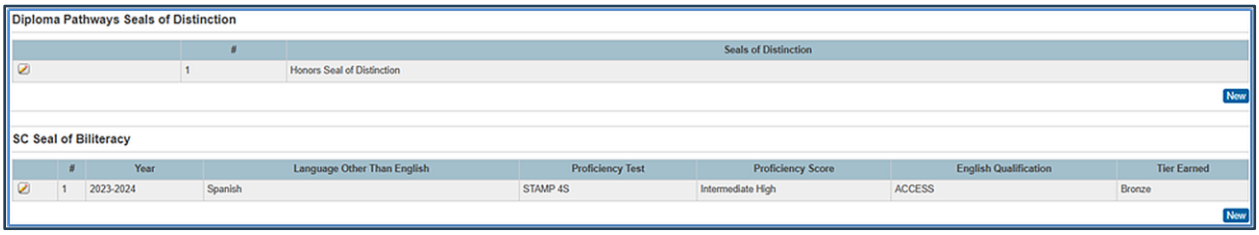
- **Year**
- **Language Other Than English**
- **Proficiency Test**
- **Proficiency Score**
- **English Qualification**
- **Tier Earned**

*To receive digital credentials, the **Postgraduate Student Email** field on the **South Carolina Student Information** page must include a valid student email address which the student can access after graduation.*

Associated Documentation

South Carolina Seal of Biliteracy Overview and Guidelines

Figure 44. *Diploma Pathways Seals of Distinction*



Medicaid:

School districts may access the SC Medicaid Web-based Claims Submission Tool to obtain the student's date of eligibility for receiving Medicaid services or contact South Carolina Healthy Connections or the SC DHHS Provider Service Center (PSC) at 1-888-289-0709. Providers may also submit an online inquiry at the SC Department of Health and Human Services Contact Info Page.

- **Medicaid Consent Date:** First eligibility date on which the student begins receiving services. This date never changes.
- **Medicaid Eligibility Date:** The most current eligibility date. Districts review and initialize and/or update this field (if the student leaves the system and/or returns to the system). If the child never leaves the system, the eligibility date remains the same. Often the Medicaid consent and eligibility date are the same.
- **Medicaid No.:** If there is a Medicaid No., then there must be Medicaid Consent Date.

Migrant: A SEA-approved Certificate of Eligibility (COE) determines eligibility for migrant status while resident and enrolled in a school district.

A *migratory student* is a student who is, or whose parent, spouse, or guardian is, a migratory agricultural worker, including a migratory dairy worker, or a migratory fisher, and

who, in the preceding 36 months, in order to obtain, or accompany such parent or spouse in order to obtain temporary or seasonal employment in agricultural or fishing work:

- has moved from one school district to another; or
- in a State that is comprised of a single school district, has moved from one administrative area to another within such district; or
- resides in a school district of more than 15,000 square miles and migrates a distance of 20 miles or more to a temporary residence to engage in a fishing activity.

Agricultural activity is defined as:

- any activity directly related to the production or processing of crops, dairy products, poultry or livestock for initial commercial sale or personal subsistence;
- any activity directly related to the cultivation or harvesting of trees; or
- any activity directly related to fish farms.

You can find the SC Migrant Education Program Certificate of Eligibility form on the Accountability website.

No-Show Reason: A "no-show" student does not show at the school in which he/she has enrolled. If the student or parent of the student withdraws his/her enrollment, withdraw the student using the start date of school as the end date and select the reason. Contact Student Support with questions at 803-734-3057.

Postgraduate Student Email: This field is part of the SCDE Customizations plug-in. It records an email address where a student can be reached after graduation.

U.S. School Entry Date: When born outside the U.S., date of a student's first continuous enrollment in a 3K/4K program through 12th grade public or private school, including any homeschooling in grades 3K/4K-12, within the 50 United States (U.S.), the District of Columbia (D.C.), and the Commonwealth of Puerto Rico (P.R.), if known.

If not available, then the first date of entry into the U.S., D.C., or P.R. is acceptable.

Note: Students who attended Department of Defense (D.O.D.) schools in the 50 U.S. states, D.C., or P.R. and are entering a SC school don't need a U.S. School Entry Date.

D.O.D. schools outside the 50 U.S. states, D.C., or P.R. are treated as foreign schools, and students entering an SC school need a U.S. School Entry Date.

Universal Screener: Required for K and grade 1 students. Indicate if your school has assessed the student using a universal screener and if that student is at-risk of reading difficulty.

SC25 Miscellaneous SC Fields Initialization

Start Page > Data and Reporting > Reports > State Initialization > SC25 Miscellaneous SC Fields Initialization

Run the SC25 Miscellaneous SC Fields Initialization only once at the beginning of each school year. This process will clear the active students' data values for the following fields:

- SC Student Information
    - **English Proficiency Level**
        - Change **SSI** to blank
        - Change all **M1** values to **M2**
        - Change all **M2** values to **M3**
        - Change all **M3** values to **M4**
        - Change all **M4** values to **8** (District must manually select Former ML or Never ML)
        - Change all **10** values to **11**
        - Change all **11** values to **AW**

    Note: (If values "8 – English Speaker" or "9 – Native Speaker" are selected, they will not be initialized.)
    - **Instructional Setting**
    - **True Grade**
    - **Foster Home**
- MLP
    - **Annual Parent/Guardian Notification Date**
    - **Immigrant Funding Exception – In US School(s) 3 Full Academic Years or Less**
    - **MLP Program Service Delivery Models (PSDMs) (01 – 11)**
- Homeless Student Information
    - **Primary Night Time Residence (At the time of the initial identification of homelessness)**
    - **Served by ARP-HCY**
    - **Unaccompanied Youth**

Table 42. *Fields to Populate for South Carolina Student Information*

Display Name	Table & Number	Field Name	Description	Accepted Values
English Proficiency Level (PL)	S_SC_STU_X	Engl_Prof	Verify the student's English Proficiency Level. (Required)	Review the English Language Proficiency Level table.
PL Progression		engProfDecimal	Field appears when English Proficiency Levels has a value 1 – 5. The 'PL Progression' value is concatenated with the 'English Proficiency Levels' value.	.0, .1, .2, .3, .4, .5, .6, .7, .8, .9
Status		Prof8_status	Field appears when English Proficiency Levels = 8. The 'Status' value for students with English Proficiency Level of 8 is concatenated with that "8".	8FRMEL - Former ML; 8NVREL - Never ML
Birth Country	S_SC_STU_X	Student_BirthCntry	Birth country if born outside the U.S. or returned to the U.S. and entered a U.S. school for the first time	
U.S. School Entry Date	S_SC_STU_X	USSchEntryDate	First date of enrollment in a US school (for students born outside the U.S., D.C., or P.R.)	
Language First Acquired	S_SC_STU_X	First_Lang_Spoken	Student's first language	Appendix A
Language Spoken Most Often	S_SC_STU_X	primarylanguage	Student's most fluent language	Appendix A
Primary Home Language	S_SC_STU_X	HomeLang	Primary language spoken at home	Appendix A
Oral Communication Language	S_SC_STU_X	Oral_Commun_Lang	Student's family's spoken language	Appendix A
Written Communication Language	S_SC_STU_X	Written_Commun_Lang	Student's family's written language	Appendix A

Display Name	Table & Number	Field Name	Description	Accepted Values
Foster Status Screener	S_SC_STU_X	Foster_Screener	Based on the Enrollment Survey, indicate the student's current foster placement NA – Not in Foster Care is the default value	FFH – Foster Family Home FHR – Foster Home of Relative (formal kinship care) PAR – Biological Parent(s) GRH – Group Home RSF – Residential Facility OTH – Other NA – Not In Foster Care
Qualifying Family Move	S_SC_STU_X	Qualifying_Move	Based on the Enrollment Survey, indicate if the family has had a qualifying move.	(blank) – No Y - Yes
Qualifying Occupation	S_SC_STU_X	Qualifying_Occupation	Based on the Enrollment Survey, indicate if a family member has a qualifying occupation.	(blank) – No Y - Yes
Housing Status	S_SC_STU_X	House_Status	Based on the Enrollment Survey, indicate the student's current housing.	SFH – Single Family Home; TRH – Transitional Housing; LWO – Living with Others; COS – Couch-Surfing; UNS – Unsheltered; HOM – Hotel/Motel; UCP – Camping; UIF – Inadequate Facilities; ALC – Agricultural Camp; SHL – Shelter; DIS – Displaced by Disaster; DCVD – Displaced due to COVID-19; OTH – Other

Display Name	Table & Number	Field Name	Description	Accepted Values
Disaster	S_SC_STU_X	Disaster	Field appears when Housing Status = DIS	Type of disaster (i.e., Earthquake, Wildfire, etc.)
Other	S_SC_STU_X	Other	Field appears when Housing Status = OTH	Enter a brief description.
Date Most Recent Assessment Completed	S_SC_STU_X	RecentAssess Date	Date of most recent English assessment; should not be older than Jan. 1 of the prior school year	
ELP Assessment	S_SC_STU_X	RecentAssessT ype	Name of ELP test administered	English Language Proficiency (ELP) Assessment Table
ELP Score	S_SC_STU_X	RecentAssess Score	Score value (will be truncated to the integer shown for accountability purposes)	English Language Proficiency (ELP) Assessment Table
	S_SC_STU_X	RecentScore_d ec_select	Decimal value	English Language Proficiency (ELP) Assessment Table
Instructional Setting	S_SC_STU_X	InstrSetting	Primary identifier of students in the students with disabilities (SWD) subgroup for the current year's data	(blank) - Regular Ed - Full Yr 504 - 504 Plan - Full Yr SE - Special Ed - Full Yr SR - Currently SE, was Reg Ed SP - Currently SE, was 504 Plan RS - Currently Reg Ed, was SE RP - Currently Reg Ed, was 504 Plan PR - Currently 504 Plan, was Reg Ed PS - Currently 504 Plan, was SE
True Grade	S_SC_STU_X	truegrade	Populate the True Grade field ONLY for students	-2 (PK3); -1 (PK4);

Display Name	Table & Number	Field Name	Description	Accepted Values
			receiving special education services at a school that does not include his or her grade level in the grade range for entry in the Grade Level field. If a True Grade value is entered, the Instructional Setting field must also have an appropriate value.	0 (K); 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12; AE - Adult Education; 1st yr after 12th Grade (Z1*) 2nd yr after 12th Grade (Z2*) 3rd yr after 12th Grade (Z3*) 4th yr after 12th Grade (Z4*) *value saved to table
CEIS	S_SC_STU_X	CEIS_Ind	Check if a student is receiving general education intervention services from a district for the current year.	Checked = 1 Not Checked = 0
Universal Screener	S_SC_STU_X	Universal_Screener	Select the applicable value.	0 - Not Screened 1 - Screened Identified 2 - Screened Not Identified
Date Updated	S_SC_STU_X	UnivScreen_Date	Date value in the Universal Screener field was updated	
504 Plan	S_SC_STU_X	Plan504Code	Primary life function in which the student is most substantially limited according to disability documentation *(for students with a 504 plan)*	BH - Breathing CFO - Caring for Oneself ET - Eating HR - Hearing IWO - Interacting with Others LN - Learning LT - Lifting OTH - Other PMT - Performing Manual Tasks SE - Seeing SK - Speaking THK - Thinking

Display Name	Table & Number	Field Name	Description	Accepted Values
				WK - Walking WOK - Working
504 Eligible (Without a Plan)	S_SC_STU_X	Elig504_ NoPlanInd	Indicate eligible for 504 services but does not have a formal 504 Plan in place	Checked = 1 Not Checked = 0
Medicaid No.	S_SC_STU_X	MedicaidID	Student's verified assigned Medicaid number	
Medicaid Consent Date	S_SC_STU_X	Medicaid_ Consent	Date the student's Medicaid Consent was approved	
Medicaid Eligible Date	S_SC_STU_X	Medicaid Eligible_Date	Date student became eligible for Medicaid	
Ninth Grade Code	S_SC_STU_X	NinthGradeCode	School year in which student first enrolled in 9th grade (specifically, the year of spring semester after 1st 45th day period in high school) (i.e., In year 26-27, 9GR is "27" if present on the 45th day.)	
Postgraduate Student Email	students.u_scde_stu_x	Postgrad_stu_ email	Populate this field for all high school students with a valid, unique email address for student to claim digital credentials once issued.	
Seeking Diploma Type (for Transcript)	S_SC_STU_X	Diploma_Type	Type of diploma student is seeking or has earned	F – State of SC Diploma N – District Award Document
Seeking Employability Credential (for Transcript)	S_SC_STU_X	Seeking_Emp_ Credential	Select if on track to earn the Employability Credential	Checked = 1 Not Checked = 0

Display Name	Table & Number	Field Name	Description	Accepted Values
Diploma Ordered	S_SC_STU_X	DiplomaOrd Code	Select the form(s) at the time you order diplomas and certificates.	F - State of SC Diploma
Award Ordered	S_SC_STU_X	AwardOrdCod e	Select if your school or district requires this value.	I - Academic Honors
Diploma Earned	S_SC_STU_X	DiplomaEarne d Code	Type of diploma the student earned When populated, the code selected is also displayed on the Diploma Earned field on the CATE page.	Blank –Null F – State of SC Diploma N – District Non-diploma Award Z – SC High School Diploma – Adult Ed X – Did not meet requirements to graduate
Employability Credential Earned	S_SC_STU_X	Emp_Credenti al_ Earned	Select if requirements were met for an Employability Credential.	Checked = 1 Not Checked = 0
Employability Credential Date	S_SC_STU_X	Emp_ Credential_Dat e	Date by which all requirements for the Employability Credential must be met *(for projected data)*	
Award Earned	S_SC_STU_X	AwardEarnCod e	Award document the student earned	J - Academic Honors
Seals of Distinction	S_SC_STU_S EALS_OF_DI ST_C	Seals_of_ Distinction	Select 'New' to enter the Diploma Pathways Seal(s) of Distinction earned	HON – Honors Seal of Distinction; COL – College-Ready Seal of Distinction; S – Specialization Seal of Distinction – STEM; M – Specialization Seal of Distinction – Military; W – Specialization Seal of Distinction – World Language;

Display Name	Table & Number	Field Name	Description	Accepted Values
				A – Specialization Seal of Distinction - Arts
SC Seal of Biliteracy	Select 'New' to enter the following values:			
Year	S_SC_STU_SEAL_OF_BILIT_C	YEAR	Year the Seal of Biliteracy was earned	
Language Other Than English	S_SC_STU_SEAL_OF_BILIT_C	Language_Other_Than_English	Language other than English for which the student took an approved proficiency exam for a Seal of Biliteracy	Appendix A
Proficiency Test	S_SC_STU_SEAL_OF_BILIT_C	Proficiency_Test	Exam taken for a Seal of Biliteracy	APL – AAPPL Form B STP – STAMP 4S ALR – ALIRA ASLP – ASLPI SLPI – SLPI O - Other
Proficiency Score	S_SC_STU_SEAL_OF_BILIT_C	Proficiency_Score	Proficiency level demonstrated on the approved exam for the Seal of Biliteracy	IM – Intermediate Mid; IH – Intermediate High; AL – Advanced Low or higher
English Qualification	S_SC_STU_SEAL_OF_BILIT_C	English_Qualification	English qualification option for a Seal of Biliteracy	GP – GPA AC - ACCESS
Tier Earned	S_SC_STU_SEAL_OF_BILIT_C	Tier_Earned	Tier earned for a Seal of Biliteracy	B – Bronze S – Silver G – Gold
Graduation Date	S_SC_STU_X	GradDate	Date of expected graduation *(for projected data only)*	Note: graduation year = 9GR + 3)
Graduated School Number	S_SC_STU_X	Graduated_SchoolID	Three-digit school code of student's graduated school	

Display Name	Table & Number	Field Name	Description	Accepted Values
Graduated School Name	S_SC_STU_X	Graduated_ SchoolName	School name of student's graduated school	
Dropout Reason	S_SC_STU_X	Dropout_Reason	Reason left school	Blank – blank 20 – Status Unknown 23 – Transfer to Adult Ed 26 – Pregnancy 27 – Proprietary/Trade School - No Educ. Prog 29 – Pursue Job 30 – Military Service - No Educ. Program 32 – Adult Correctional Facility- No Educ Prog 33 – Expelled / Did Not Return 37 – Poor Attendance 38 – Because of Age 39 – To get Married 40 – Low or Failing Grades 41 – Emancipated by Courts 42 – Suspended / Did Not Return 43 – Hospital - No Educ. Program 44 – Rehabilitative Facility - No Educ. Prog.
Dropout Date	S_SC_STU_X	Dropout_Date	Date left school	
Adult Ed Entry Date	S_SC_STU_X	Adulted_Entry Date	Date entered adult education	
Adult Ed Exit Date	S_SC_STU_X	Adulted_ExitDate	Date exited adult education	
GED Earned	S_SC_STU_X	YRGEDEarned	Year GED earned	
Adult Ed Graduation Date	S_SC_STU_X	AdultEd_Grad Date	Date graduated from adult education	

Display Name	Table & Number	Field Name	Description	Accepted Values
No Show Reason	S_SC_STU_X	NoShow_Reason	Reason student is a 'no-show' (a student who did not return to the school in which enrolled)	N10 – Transfer/In-District N11 – Transfer/Out-of-District N12 – Transfer/Out-of-State N13 – Transfer/Adult Ed-GED N14 – Transfer/Adult Ed-Diploma N15 – Transfer/Adult Ed-Other N16 – Early Graduate N17 – Home Schooled N18 – Foreign Exchange N19 – Retained at Previous School N20 – Deceased N21 – Out-of-Country
Moved To District	S_SC_STU_X	Moved_To_District	District where student moved	
Moved To School	S_SC_STU_X	Moved_To_School	Appears only when 'Moved to District' is selected; school where student moved	
Retained Reason	S_SC_STU_X	RetainReasonCode	Most appropriate reason student was retained	01 – Poor grades 02 – Low test score 03 – Teacher judgment 04 – Poor grades & Low test score 05 – Poor grades & Teacher judgment 06 – Low test score & Teacher judgment 07 – Poor grades & Low test scores & Teacher 08 – Mandatory 3rd Grade Retention

Display Name	Table & Number	Field Name	Description	Accepted Values
				O – Other
Migrant	S_SC_STU_X	Migrant	Indicate if a migrant in the current school year	Checked = 1 Unchecked = 0
Foster Home	S_SC_STU_X	Foster_Home	Indicate if resided in a foster home in the current school year	Blank – No Y – Yes
Advisor	S_SC_STU_X	Advisor	Student's advisor (SCDE doesn't collect)	
Parent Military Status	S_SC_STU_X	ParentsMilitary Status	Parent's military status	(blank) – Neither Parent nor Guardian is serving in any military service. 01 – A Parent or Guardian is serving in the National Guard but is not deployed. 02 – A Parent or Guardian is serving in the Reserves but is not deployed. 03 – A Parent or Guardian is serving in the National Guard and is currently deployed. 04 – A Parent or Guardian is serving in the Reserves and is currently deployed. 05 – A Parent or Guardian is serving in the military on active duty but is not deployed. 06 – A Parent or Guardian is serving in the military on active duty and is currently deployed. 07 – The student's Parent or Guardian died while on active

Display Name	Table & Number	Field Name	Description	Accepted Values
				duty within the last year. 08 – The student's Parent or Guardian was wounded while on active duty within the last year.
Advanced Placement ID	S_SC_STU_X	AP_Participant_Nbr	Advanced Placement ID for appropriate year/s testing	Consult the district or school AP Coordinator.
IB Candidate Number	S_SC_STU_X	IB_Candidate_Nbr	IB Candidate Number	Consult the district or school IB Coordinator.
G&T Qualified	S_SC_STU_X	GT_Qualified	Gifted and talented program for which student qualified per testing	Blank – None Null A - GTA – G&T Academic R - GTR – G&T Artistic B - Both – GTA and GTR
Transportation Mode AM	S_SC_STU_X	Trans_Mode_AM	Primary transportation type in the morning	N - Not Applicable A - AM Bus C - POV (Car Rider) D - Daycare Provides W - Walker Y - Bicycle
Transportation Mode PM	S_SC_STU_X	Trans_Mode_PM	Primary transportation type in the afternoon	N – Not Applicable P – PM Bus F – Bus to Different Address G – Bus to Day Care C – POV (Car Rider) D – Daycare Provider W – Walker Y – Bicycle S – After School Pgm at School
Bus 1	S_SC_STU_X	BusInfo1	Number or name identifying which bus student rides to school if you select 'A – AM Bus' Only.	

Display Name	Table & Number	Field Name	Description	Accepted Values
Bus 2	S_SC_STU_X	BusInfo2	Number or name identifying which bus student rides from school if you select 'B – PM Bus' Only.	
Transportation AM Comments	S_SC_STU_X	Trans_AM_ Comment	Comments about morning transportation	
Transportation PM Comments	S_SC_STU_X	Trans_PM_ Comment	Comments about afternoon transportation	
SC County	S_SC_STU_X	County	County student zoned for to attend school	01 – 46 GA - Georgia NC - N. Carolina OT - Other
Grid Code	S_SC_STU_X	GridCode	Grid code for the student	
Title I Assistance	S_SC_STU_X	Title1AsstType Code	Select if student receives targeted Title I assistance	T - Target Assistance
Title I Math	S_SC_STU_X	Title1MathInd	Select "Yes" if student receives Title I Math assistance	N – Student not in this Title I Program; Y – Yes, Student is in this Title I Program
Title I ELA	S_SC_STU_X	Title1ReadInd	Select "Yes" if student receives Title I Reading assistance	N – Student not in this Title I Program; Y – Yes, Student is in this Title I Program
CPR Opt-Out Date	S_SC_STU_X	Cpr_opt-out_date	Date opted out of CPR training	
AED Opt-Out Date	S_SC_STU_X	Aed_opt-out_date	Date opted out of AED training	
CPR Completion Date	S_SC_STU_X	CPR_Completion_Date	Date completed CPR training	
AED Completion Date	S_SC_STU_X	AED_Completion_Date	Date completed AED training	

Table 43. *English Language Proficiency (ELP) Assessment Table*

ELP Assessment	ELP Score
WIDA Alternate ACCESS	1 – 5
WIDA Alternate Screener	<3, 3, 4, 5
WIDA ACCESS	1.0 – 6.0
WIDA MODEL	1.0 – 6.0
WIDA Screener (K-12)	1, 1.5, 2, 2.5, 3, 3.5, 4, 4.5, 5, 5.5, 6

See Appendix A for a list of PS language values.

Students Not Tested on State Assessments

Start Page > [Student Selection] > Compliance > South Carolina State Information > Students Not Tested

Program or function of: Office of Information Technology

Provide the requested "Students Not Tested" data for accountability and federal reporting purposes on this page. District test and report card coordinators should receive specific documentation with instructions for populating the fields for any students who miss or have invalid scores on applicable state-wide assessments.

Associated Procedures

If more than one reason for not testing is applicable, select the code with the highest value (lowest code number).

Validation is added to the page to prevent duplicate records from being added. A duplicate record is one where the School, Test Category, and Test are the same as another record. Although rare, a student can have two records for the same assessment.

Associated Documentation

MEMO: Student Not Tested

Students Not Tested on Elementary/Middle and High Report Guidelines (available in a district's Accountability Coordinator folder)

Figure 45. *Students Not Tested*

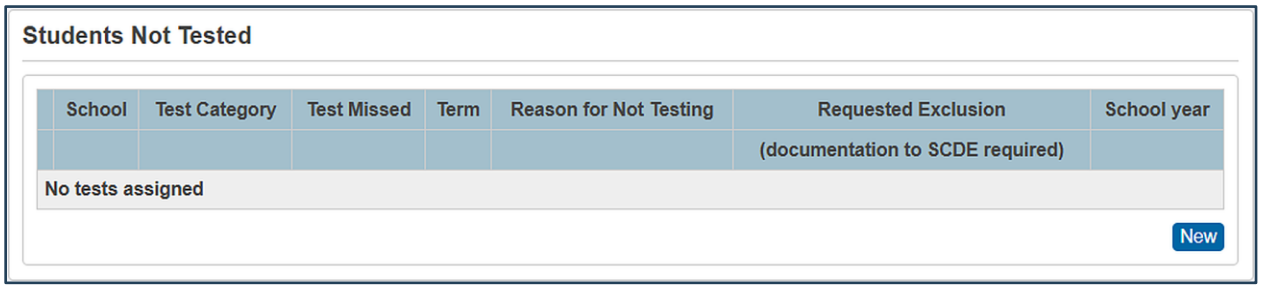


Figure 46. *Add Test Window*

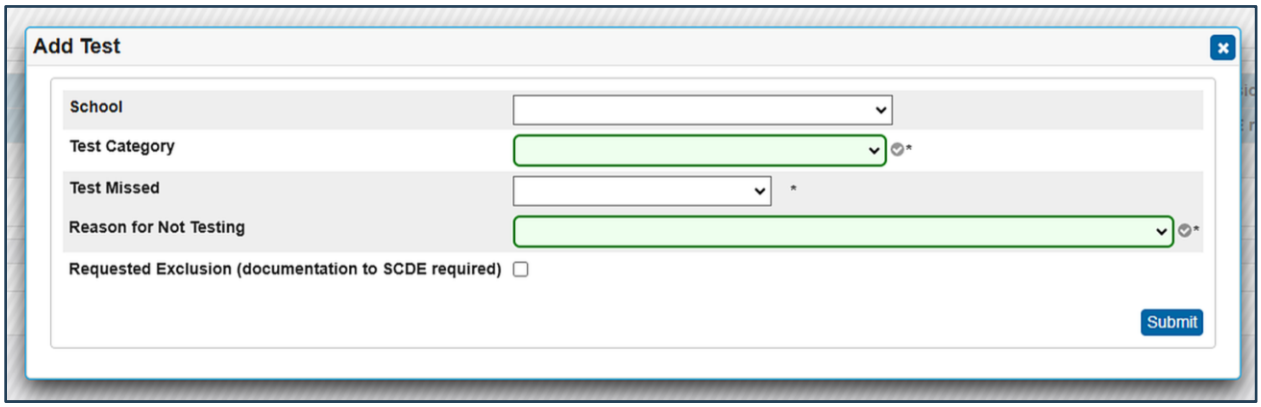


Table 44. *Fields to Populate for Students Not Tested*

Display Name	Table & Number	Field Name	Description	Accepted Values
School	S_SC_STU_ TESTMISSED_C	schoolid	School where enrolled	
Test Category	S_SC_STU_ TESTMISSED_C	Test_Category	Category for the missed test	Elementary/Middle School Assessments Middle/High School End-of-Course High School College and Career Readiness Alternate Assessments for Elem/Middle School Alternate Assessments for High School ELP Assessment ELP Alternate Assessment
Test Missed	S_SC_STU_ TESTMISSED_C	Test	Part of the missed test	Elementary/Middle School Assessments ELA/Math; SCI/SocStud Middle/High School End-of-Course English 1 (disabled) English 1 – Writing (only) Algebra 1 Biology History English 2 English 2 – Writing (only)

Display Name	Table & Number	Field Name	Description	Accepted Values
				High School College and Career Readiness College Readiness; Career Readiness Alternate Assessments for Elem/Middle School ELA/Math; SCI/SocStud Alternate Assessments for High School Alternate EOCEP – English Alternate EOCEP – Algebra Alternate EOCEP – Biology Alternate EOCEP – US History ELP Assessment & ELP Alternate Assessment Listening; Reading; Writing; Speaking; All Domains
Term Missed	S_SC_STU_ TESTMISSED_C	Term_Test_Missed	Appears when Test Category = Middle/High School End-of-Course; term test missed	Fall, Spring
Reason for Not Testing	S_SC_STU_ TESTMISSED_C	Reason_Not_ Tested	Reason for missing the assessment	001 - Homebound/Home-based (Medical) 002 - Medical Absence 003 - Deceased Student 004 - Expelled 005 - Withdrew 006 - Dropout 007 - Incarcerated 008 - Death in family 009 - Transfer Student (EOCEP only) * 010 - Non-medical absence 012 - Parent Refusal under IDEA 013 - Parent Refusal - non-IDEA 016 - Data entry error at school or district; not Alternate Assessment related

Display Name	Table & Number	Field Name	Description	Accepted Values
				017 - Data entry error at school or district; Alternate Assessment related 019 - Student already tested (High School Assessment) 020 - Student refusal 021 - Other reason 023 - Invalid Scores 024 - No Test Available from Supplier 025 - Course work not completed 026 - School Closing *Reason only available for "Middle/High School End-of-Course" and "Alternate Assessments for High School"
Requested Exclusion	S_SC_STU_ TESTMISSED_C	Request_Exclusion	Indicate if exclusion was requested for the assessment.	Checked = 1 Not Checked = 0

Transportation

Start Page > [Student Selection] > Compliance > South Carolina State Information > Transport

Associated Procedures

On the **SC Student Information** page, populate or verify the **Medicaid No** field so that the school and district receive the funds to provide student transportation services. All CERDEP students must have current values entered for the **Medicaid No** and the **Transportation Mode AM** and **PM** fields. Populate the mode of transportation for four-year-old (PK4) students who are included in the CERDEP student programs (CDEP01 or CDEP02).

The SCDE doesn't collect Transport page data; however, your district may want you to use the fields.

Figure 47. *Transportation Data Entry*

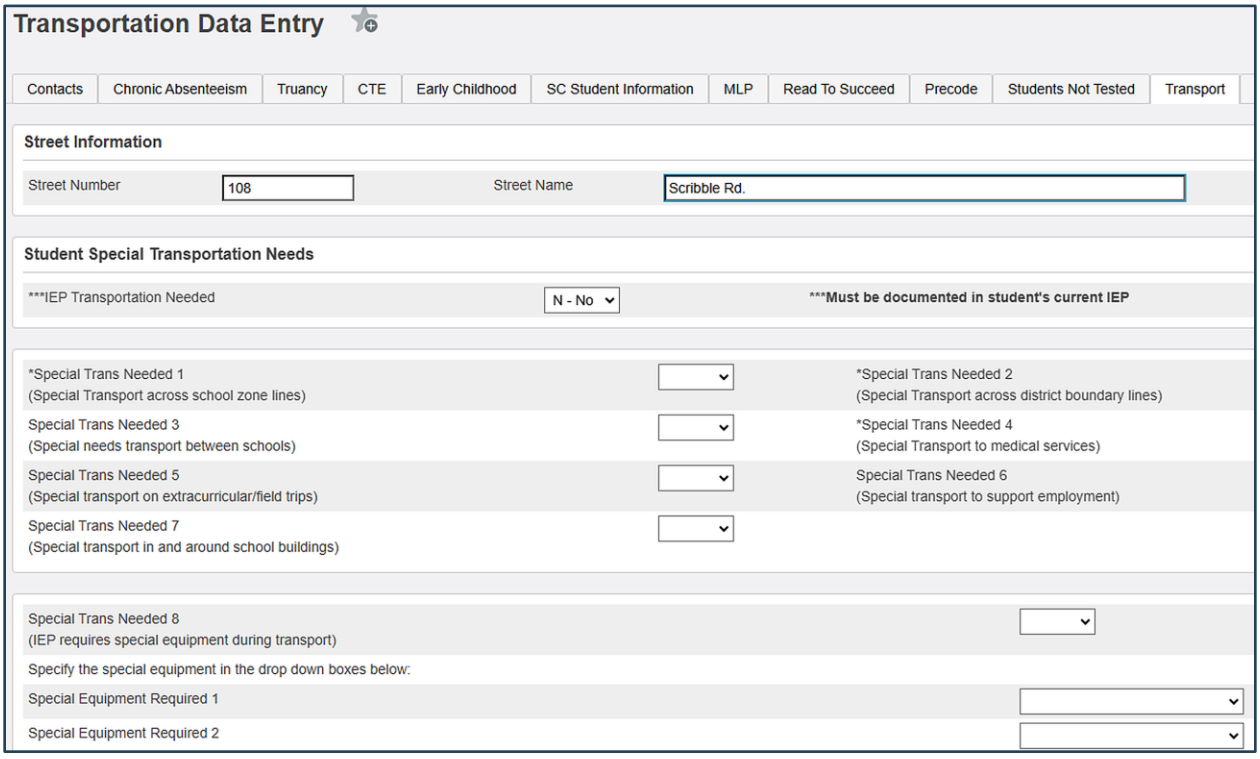


Table 45. *Fields to Populate for Transportation Data Entry*

Display Name	Table	Field Name	Description	Accepted Values
Street Number	S_SC_STU_TRANS_X	TRANS_StreetNum	Street number where student will be picked up and delivered	
Street Name	S_SC_STU_TRANS_X	TRANS_StreetName	Street name where student will be picked up and delivered	
IEP Transportation Needed	S_SC_STU_TRANS_X	TRANS_TransIEPInd	Select if student's IEP specifies required transportation.	Y- Yes N - No
Special Trans Needed 1	S_SC_STU_TRANS_X	TRANS_SpecNeedsReq01Ind	Select if student needs transportation across school zone lines	Y- Yes N - No
Special Trans Needed 2	S_SC_STU_TRANS_X	TRANS_SpecNeedsReq02Ind	Select if student needs transportation across district boundary lines	Y- Yes N - No
Special Trans Needed 3	S_SC_STU_TRANS_X	TRANS_SpecNeedsReq03Ind	Select if student needs transportation between schools	Y- Yes N - No
Special Trans Needed 4	S_SC_STU_TRANS_X	TRANS_SpecNeedsReq04Ind	Select if student needs transportation to medical services	Y- Yes N - No
Special Trans Needed 5	S_SC_STU_TRANS_X	TRANS_SpecNeedsReq05Ind	Select if student needs transportation on extracurricular/field trips	Y- Yes N - No
Special Trans Needed 6	S_SC_STU_TRANS_X	TRANS_SpecNeedsReq06Ind	Select if student needs transportation to support employment	Y- Yes N - No
Special Trans Needed 7	S_SC_STU_TRANS_X	TRANS_SpecNeedsReq07Ind	Select if student needs transportation in and around school buildings	Y- Yes N - No
Special Trans Needed 8	S_SC_STU_TRANS_X	TRANS_SpecNeedsReq08Ind	Select if IEP requires special equipment during transport	Y- Yes N - No
Special Equipment Required 1	S_SC_STU_TRANS_X	TRANS_OtherSpecNeedsReq01Ind	Select equipment required if Special Need 8 = Yes	01 - Aide 02 - Car seat 03 - Lifts 04 - Nurse 05 - Oxygen bottle and bracket

Display Name	Table	Field Name	Description	Accepted Values
				06 - Oxygen tank brackets 07 - Ramps 08 - Safety seats 09 - Safety harnesses 10 - Seatbelts 11 - Service animals 12 - Special or adapted buses 13 - Other
Special Equipment Required 2	S_SC_STU_TRANS_X	TRANS_OtherSpecNeedsReq02Ind	Select additional equipment required if Special Need 8 = Yes	01 - Aide 02 - Car seat 03 - Lifts 04 - Nurse 05 - Oxygen bottle and bracket 06 - Oxygen tank brackets 07 - Ramps 08 - Safety seats 09 - Safety harnesses 10 - Seatbelts 11 - Service animals 12 - Special or adapted buses 13 - Other
Special Trans Needed 9	S_SC_STU_TRANS_X	TRANS_SpecNeedsReq09Ind	Select if IEP requires aide or shadow to accompany student	Y- Yes N - No
Special Trans Needed 10	S_SC_STU_TRANS_X	TRANS_SpecNeedsReq10Ind	Select if the student IEP requires a nurse to accompany the student.	Y- Yes N - No

Truancy

Start Page > [Student Selection] > Compliance > South Carolina State Information > Truancy

Office Program: Student Support

The **Truancy** page displays student truancy data provided through the Truancy Update Process Report.

Associated Procedures

Truancy Update Process: Updates the absence information and records full day, Unexcused, Excused, and Out of School Suspension (OSS) absences on the **Truancy** tab.

To update the values, run the Truancy Update process on the State Reports page. This process will look for full day absences and update the S_SC_STU_TRUANCY_DETAIL_C table with daily absent values as well as daily tardy, dismissal, and early dismissal counts.

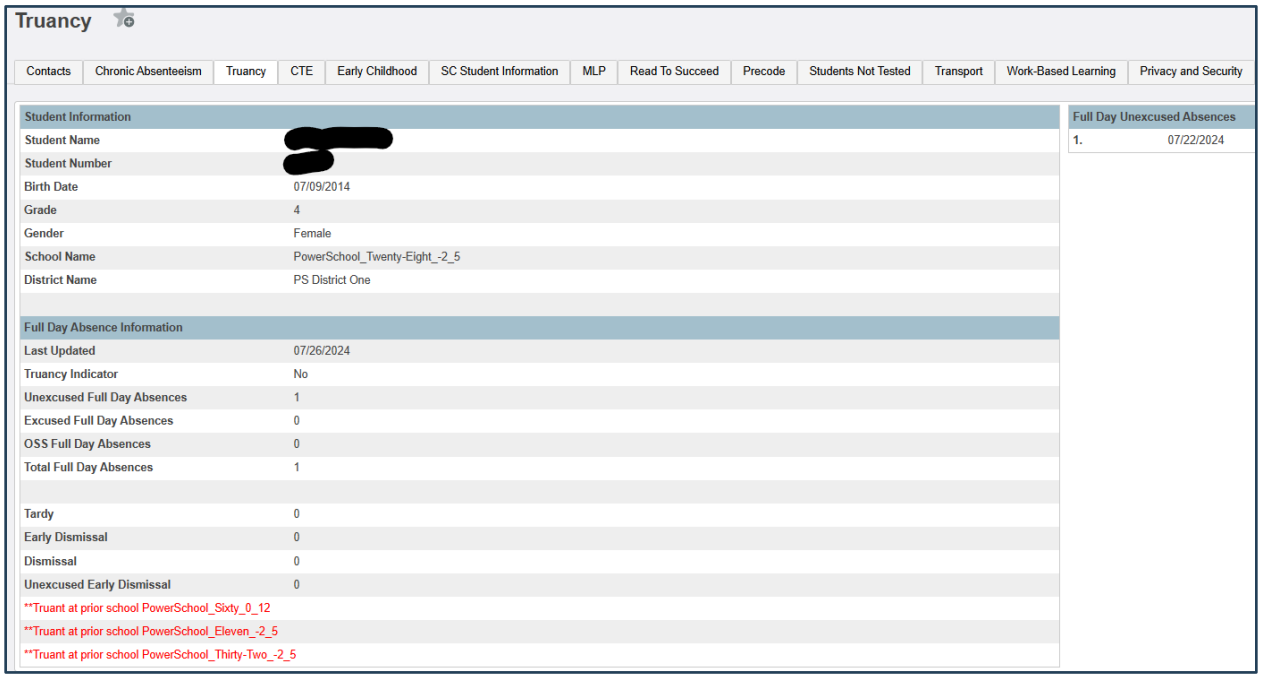
The absence counts will be current as of the date the update process is run for each student. Since this process uses a temporary table, multiple instances of this report can't run at the same time. When this happens, there will be a message in the report output indicating another report is running.

Associated Documentation

State Board Regulation 43-274 Student Attendance

State Laws regarding Attendance S.C. Code Ann. 59-65-10 to 59-65-280

Figure 48. *Truancy*



Work-Based Learning

Start Page > [Student Selection] > Compliance > South Carolina State Information > SC Work Based Learning

Program or function of: Career and Technical Education

The South Carolina Education and Economic Development Act (EEDA) data must be collected for ALL students participating in any state-approved Work-Based Learning (WBL) experience as defined in the SC Work-Based Learning Implementation Guide. Data are reported on the Work-Based Learning page for experiences students have participated in throughout the school year. Note the two sections on the WBL page:

- The first section is found within a red box labeled "WBL Career Ready Qualifier used for Career Readiness Accountability" for the state's accountability system affecting high school report card ratings.
- The second section below the red box includes 20 entry fields for reporting state-approved work-based learning experiences. These fields may report additional career-ready placements or "regular" work-based learning experiences the student completed.

Associated Procedures

Work Based Learning Review: Schools and districts should review data values for each student's historical reports for learning experiences each year. WBL fields are not part of the SIS initialization of each student record each new school year.

Attendance Code: Students engaged in work-based learning will be marked present if their attendance is recorded with the code SC-WBL.

Associated Documentation

SCDE Work-Based Learning Page

PowerSchool Attendance Setup Manual

Figure 49. *Work-Based Learning Data Entry*

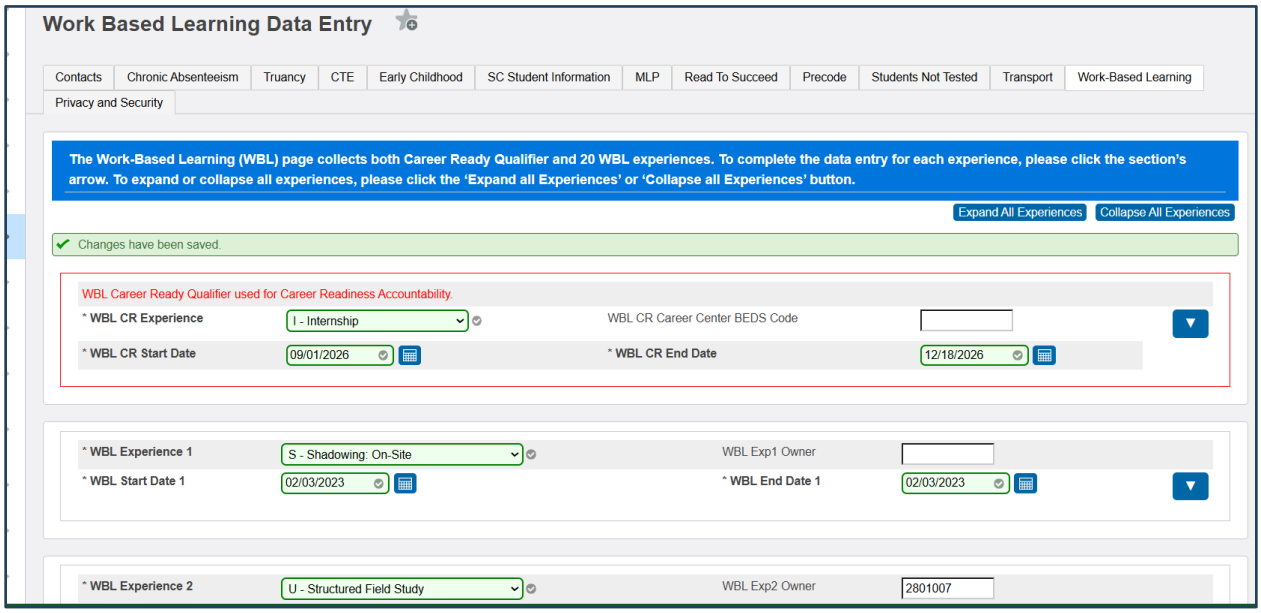


Table 46. *Fields to Populate for Work-Based Learning*

Display Name	Table	Field Name	Description	Accepted Values
WBL CR Experience	S_SC_STU_WBL_X	WBL_ExpCodeCCR	Type of career-ready experience successfully completed during the school year	C – Cooperative Education I – Internship R – Registered Apprenticeship Y – Youth Apprenticeship
WBL CR Exp Owner	S_SC_STU_WBL_X	WBL_ExpOwnerCCR	Seven-digit school identification number (SIDN) for the career center responsible for the experience *(Leave blank if coordinated by student's home school)*	
WBL CR Start Date	S_SC_STU_WBL_X	WBL_StartDateCCR	Date experience began	
*WBL CR End Date	S_SC_STU_WBL_X	WBL_EndDateCCR	Date experience ended	

Display Name	Table	Field Name	Description	Accepted Values
*WBL CR Worksite Name	S_SC_STU_WBL_X	WBL_EmpNameCCR	Name of worksite/business industry sponsoring the experience	
WBL CR Worksite Address	S_SC_STU_WBL_X	WBL_AddCCR	Worksite address	
WBL CR Worksite City	S_SC_STU_WBL_X	WBL_CityCCR	Worksite city	
WBL CR Worksite State	S_SC_STU_WBL_X	WBL_StateCCR	Worksite state	
WBL CR Worksite Zip Code	S_SC_STU_WBL_X	WBL_ZipCCR	Worksite address zip code	
WBL CR Worksite Email Address	S_SC_STU_WBL_X	WBL_EmailCCR	Worksite supervisor's email address	
WBL CR Worksite Phone	S_SC_STU_WBL_X	WBL_EmpPhoneCCr	Worksite supervisor's telephone using format (xxx) xxx-xxxx	
WBL CR Worksite Size	S_SC_STU_WBL_X	WBL_EmpSizeCCR	Number of employees at the worksite	Blank – none Null L – 500+ Employees M – 50-499 Employees S – 0-49 Employees
WBL CR Worksite Supervisor	S_SC_STU_WBL_X	WBL_SupervisorCCR	Worksite supervisor name	
WBL CR Worksite Supervisor Job Title	S_SC_STU_WBL_X	WBL_JobTitleCCR	Worksite supervisor title (job role)	
WBL CR Paid	S_SC_STU_WBL_X	WBL_PaidIndCCR	Indicate if student was paid for the WBL experience	Blank – blank/null Y – Yes N – No
WBL CR Related to Career Plan	S_SC_STU_WBL_X	WBL_RelateInCCR	Indicate if WBL experience was related to the career plan as indicated in the student's Individual Graduation Plan	Blank – blank/null Y – Yes N – No
WBL CR Career Cluster Type	S_SC_STU_WBL_X	WBL_TypeCCR	Select the appropriate career cluster type for the	20 – Advanced Manufacturing 21 - Agriculture

Display Name	Table	Field Name	Description	Accepted Values
			WBL experience that aligns with the Individual Graduation Plan.	22 – Arts, Entertainment, & Design 23 - Construction 24 - Digital Technology 25 - Education 26 – Energy & Natural Resources 27 – Financial Services 28 – Healthcare & Human Services 29 – Hospitality, Events, & Tourism 30 - Management & Entrepreneurship31 – Marketing & Sales 32 – Public Service & Safety 33 – Supply Chain & Transportation
Course credit met that relates to the WBL CR placement?	S_SC_STU_ WBL_X	WBL_ CreditIndCCR	Select “Yes” if student completed at least one unit of course credit related to the career-ready WBL experience, or they completed a pathway of study related to the career-ready WBL experience. Select “No” if the student has not completed any coursework related to the career-ready WBL experience.	Blank – blank/null Y – Yes N – No
WBL CR 40-Hour Minimum Met	S_SC_STU_ WBL_X	WBL_HoursMe tCCR	Select “Yes” if the student completed the career-ready, WBL experience in	Blank – blank/null Y – Yes N – No

Display Name	Table	Field Name	Description	Accepted Values
			its entirety as required by the competencies defined in the student's training agreement. Reminder: There is a minimum of 40 practical experience hours required by industry-defined competencies at the worksite to qualify for a career-ready, work-based learning experience. Select "No" if the student did not successfully complete the WBL experience in its entirety.	
WBL CR Training Agreement	S_SC_STU_ WBL_X	WBL_ AgreementCC R	Select if a mutual training agreement defining objectives/skills to be mastered was developed between student, school, and worksite supervisor.	Blank – blank Null Y – Yes N – No
WBL CR Evaluation Score	S_SC_STU_ WBL_X	WBL_ EvalScoreCCR	Performance average evaluation score created from the training agreement defined on a scale of 1-5, with 1 (lowest) and 5 (highest). *(Student should be provided at least two evaluations to document growth. The final score would be the highest*	Blank - blank Null, 1, 2, 3, 4, 5

Display Name	Table	Field Name	Description	Accepted Values
			scoring evaluation of the two.)	
WBL CR School/Center Coordinator	S_SC_STU_ WBL_X	WBL_ CoordinatorCC R	School name or CTE Center WBL coordinator responsible for the WBL experience	
Other support provided to you by WBL CR Worksite	S_SC_STU_ WBL_X	WBL_ OtherSupCCR	Other support provided by the WBL worksite/business	Blank – Null 1 – Motivational Speaker 2 – Monetary Support 3 – Equipment Contributions 4 – Teacher Training 5 – Other
WBL Experience 1 - 20	S_SC_STU_ WBL_X	WBL_ ExpCode1 - 20	Type of WBL completed during school year	Blank – Null B – CTE Internship Credit Bearing Course C – Cooperative Education F – School-Based Enterprise I – Internship L – Service Learning M – Mentoring R – Registered Apprenticeship S – Shadowing: On-Site U – Structured Field Study V – Shadowing: Virtual Y – Youth Apprenticeship
WBL Experience Owner 1 - 20	S_SC_STU_ WBL_X	WBL_ ExpOwner1 - 20	Seven-digit school id number (SIDN) for the career center responsible for the experience *(leave*	

Display Name	Table	Field Name	Description	Accepted Values
			blank if coordinated by the home school)	
WBL Start Date 1 - 20	S_SC_STU_ WBL_X	WBL_ StartDate1 - 20	WBL start date	
WBL End Date 1 - 20	S_SC_STU_ WBL_X	WBL_EndDate 1 - 20	WBL end date (Job Shadowing and Structured Field Study may have the same start date and end date.)	
WBL Worksite Name 1 - 20	S_SC_STU_ WBL_X	WBL_EmpNam e1 - 20	WBL worksite/ business name	
WBL Worksite Address 1 - 20	S_SC_STU_ WBL_X	WBL_Add 1 - 20	WBL worksite/business street address	
WBL Worksite City 1 - 20	S_SC_STU_ WBL_X	WBL_City1 - 20	WBL worksite/business city	
WBL Worksite State 1 - 20	S_SC_STU_ WBL_X	WBL_State 1 - 20	WBL worksite/business state	
WBL Worksite Zipcode 1 - 20	S_SC_STU_ WBL_X	WBL_Zip 1 - 10	WBL worksite/business zip code	
WBL Worksite Email Address 1 - 20	S_SC_STU_ WBL_X	WBL_Email 1 - 10	WBL worksite/business supervisor email address	
WBL Worksite Phone 1 - 20	S_SC_STU_ WBL_X	WBL_EmpPhon e 1 - 20	WBL worksite/business phone number using format (xxx) xxx-xxxx	
WBL Worksite Size 1 - 20	S_SC_STU_ WBL_X	WBL_EmpSize 1 - 20	Number of employees at the WBL worksite/business	Blank – none L – 500+ Employees M – 50-499 Employees S – 0-49 Employees
WBL Worksite Supervisor 1 - 20	S_SC_STU_ WBL_X	WBL_Supervis or 1 - 20	WBL worksite/business supervisor	

Display Name	Table	Field Name	Description	Accepted Values
WBL Worksite Supervisor Job Title 1 - 20	S_SC_STU_ WBL_X	WBL_JobTitle 1 - 20	WBL worksite/business supervisor title (job role)	
Is student paid? 1 - 20	S_SC_STU_ WBL_X	WBL_PaidInd 1 - 20	Indicate if student was paid for the WBL experience	Blank – blank Null Y – Yes N – No
WBL Related to Career Plan 1 - 20	S_SC_STU_ WBL_X	WBL_RelateIn 1 - 20	Indicate if WBL experience was related to the career plan as indicated in the student's Individual Graduation Plan	Blank – blank Null Y – Yes N – No
WBL Career Cluster Type 1 - 20	S_SC_STU_ WBL_X	WBL_Type 1 - 20	The appropriate career cluster type for the WBL experience that aligns with the Individual Graduation Plan	20 – Advanced Manufacturing 21 - Agriculture 22 – Arts, Entertainment, & Design 23 - Construction 24 - Digital Technology 25 - Education 26 – Energy & Natural Resources 27 – Financial Services 28 – Healthcare & Human Services 29 – Hospitality, Events, & Tourism 30 - Management & Entrepreneurship31 – Marketing & Sales 32 – Public Service & Safety 33 – Supply Chain & Transportation
Student received course credit for experience 1 - 20?	S_SC_STU_ WBL_X	WBL_ CreditInd1 - 20	Select if student received course credit for the WBL experience. For	Blank – blank Null Y – Yes N – No

Display Name	Table	Field Name	Description	Accepted Values
			example, student's course required completion of internship within course standards.	
WBL School/CenterCoordinator 1 - 20	S_SC_STU_WBL_X	WBL_Coordinator1 - 20	School name or CTE Center WBL coordinator responsible for the experience	
Other support provided to you by WBL Worksite 1 - 20	S_SC_STU_WBL_X	WBL_OtherSupp1 - 20	Other support provided by the WBL worksite/business	Blank – Null 1 – Motivational Speaker 2 – Monetary Support 3 – Equipment Contributions 4 – Teacher Training 5 – Other

Student Programs

Start Page > [Student Selection] > Courses and Programs > Student Programs

Program or function of: Office of Special Education Services

Students participating in district/school programs are identified on this page, regardless of a student's enrollment date. District SIS administrators should ensure all programs offered are added to this page.

Alternative School Program (ASP): A program "designed to provide appropriate services to students who for behavioral or academic reasons are not benefiting from the regular school program or may be interfering with the learning of others." (South Carolina Code of Laws, 1976 (as amended, 1990); Chapter 63, Title 59, Article13; Section 59-63-1300). Students who are enrolled in alternative programs based on special needs – e.g. 504 plan or IEP – should not be included here. The Office of Student Support reviews alternative programs annually.

Group Homes: Student is served in a group home or other group care facility and is receiving all educational services at the facility with facility school district contracting the services. The following changes have been in effect since 2013-14: Proviso for Juvenile Detention Facilities 13-14:1.10 (SDE: Instruction in Juvenile Detention Centers) It shall be the responsibility of the school district where a local juvenile detention center is located to provide adequate teaching staff and to ensure compliance with the educational requirements of this State. Students housed in local detention centers are to be included in the average daily membership count of students for that district and reimbursement by the Department of Education made accordingly.

Home-Based: A student who receives educational services at home. Ensure IEP documentation states specifically the student qualifies for Home-Based services. A special education home-based placement is a change of placement for a student with a disability to a home setting by his or her IEP team. An IEP team must determine whether such a placement is appropriate and constitutes the least restrictive environment in light of the student's disability. The amount of services for a home-based student must be individualized and meet the student's need for instruction, related services, transition services, assistive devices, and supplementary aids and services during the period of home-based placement.

Homebound: A student who receives academic services at home or a medical facility. Ensure documentation by a licensed physician certifies that a student cannot attend school as a result of an accident, illness, or pregnancy, despite the aid of transportation but may profit from instruction given in the home or hospital. (S.C. Code Ann. § 43-241 (Supp. 2001)) Any student participating in a program of homebound instruction or hospitalized instruction must be approved by the district superintendent or his/her designee using the revised Medical Homebound Instruction form (revised July 1, 2002) provided by the South Carolina Department of Education.

Immersion Language Program: The Office of Standards and Learning collects Immersion Programs student data for all grade levels, including:

- entry date into the program each year
- exit date out of the program each year
- designation of the language for immersion student

Residential Treatment Facility Definition: Student is served in a residential treatment facility and is receiving all educational services at the facility with facility school district contracting the services. (Part 1B, Section 1.61, H63 Department of Education, 2012-2013 Appropriation Act)

Associated Procedures

Requesting Additional Student Program Code(s): Contact the sponsoring SCDE office (e.g., Student Support, Magnet Schools) to request a unique student program code if one does not exist.

Exiting a Single Student from a Student Program:

- During initial entry, leave the Exit Date and Exit Reason blank.
- Edit these fields during the school year if:
    - The student is no longer served in the program.

- The student transfers out of the current school. Note: After selecting the "Transfer Out of School" function, check the box to "Also transfer out of selected programs" to choose the program(s) for the student.

- At the end of the school year, enter the student's school exit date in the Exit Date field.
- Indicate the Exit Reason based on documentation for each individual student or EY (end of year).
- Without an exit date, students will continue to appear active in the program(s).

Mass Populating Special (Student) Program Enrollments:

Review PowerSchool article Importing/Mass Populating Special Program Enrollments. (login required)

Mass Exiting Students from Student Programs Before the End-of-Year Process

Use Special Functions > Group Functions or Direct Database Export (DDE) to exit a group of students or all students actively enrolled in student programs before running the EOY process. For procedural information, review the PowerSchool article for Special Program Enrollments.

Figure 50. *Student Programs*

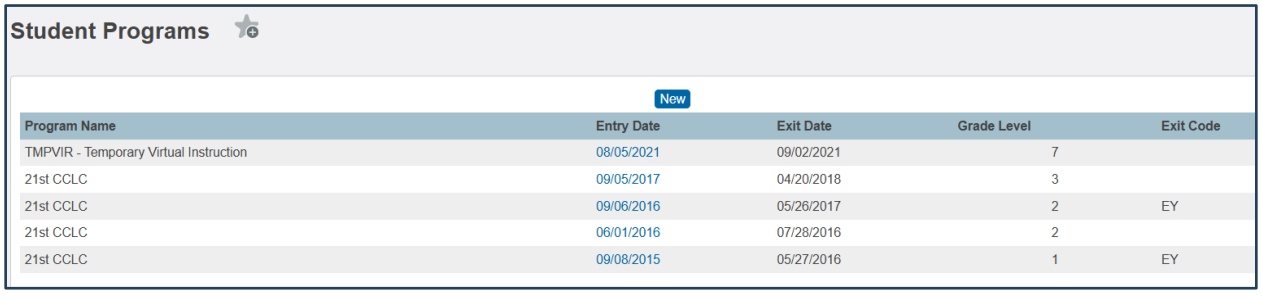


Figure 51. *New Student Program Enrollment*

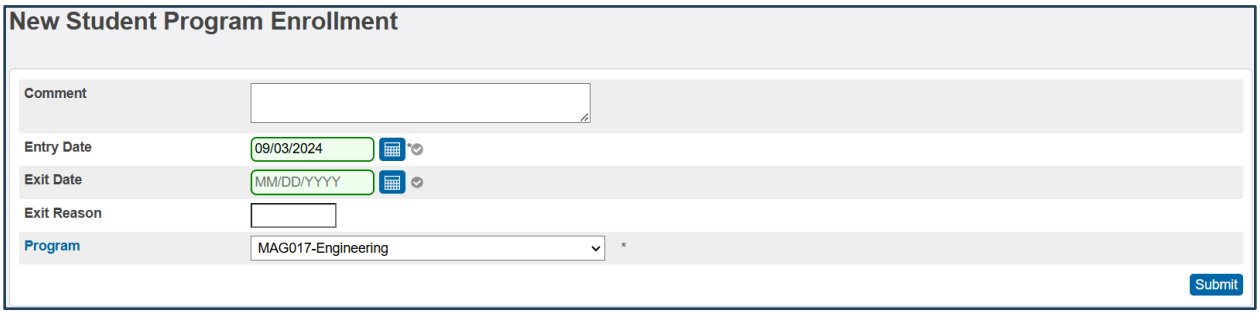


Table 47. *Fields to Populate for Student Program Enrollments*

Display Name	Table & Number	Field Name	Description	Accepted Values
Entry Date*	SpEnrollments (41)	Enter_Date	Date enrolled in program	
Exit Date*	SpEnrollments (41)	Exit_Date	Date student stopped receiving services; should not be a future date or pre-populated (e.g., the date the student transfers out of school or last day of school)	
Exit Reason	SpEnrollments (41)	Exitcode	Brief description why student exited program	
Grade Level	SpEnrollments (41)	GradeLevel	Student's grade level	
Program	SpEnrollments (41)	ProgramID	Program in which student is placed using the drop-down list	Student Programs Table

*Student programs with the same name cannot have overlapping dates.

Student Programs: Not all programs in the Student Programs Codes table are offered in every district or school. District SIS administrators should add all offered student programs to the SIS. Ensure all added program codes match those listed in this table exactly. Incorrect entry of characters will create a different code from the one listed (e.g., lowercase instead of uppercase letters, letters for numbers: O-uppercase letter vs. 0-zero for a number).

Table 48. *Student Programs Codes*

Code	Description	Office Contact
21CCLC	21st Century Community Learning Centers (CCLC)	**21st CCLC** Office of Student Support

Code	Description	Office Contact
	This program's name replaces all other student program indicators for 21st Century Learning beginning 2013-14.	
ALTPES	Alternative Pgm - Elementary School Formerly ALC	**Alternative Program** Office of Student Support Aveene Coleman 803-734-3057 AColeman@ed.sc.gov
ALTPHS	Alternative Pgm - High School Formerly ALC	
ALTPMS	Alternative Pgm - Middle School Formerly ALC	
AR0001	AVID	**At Risk Programs** Office of Career Readiness Tiffany Dorsey 803-734-1650 tldorsey@ed.sc.gov
AR0003	Boys & Girl Clubs of America	
AR0004	Check and Connect	
AR0006	High Schools That Work	
AR0021	Academic Alternatives	
AR0024	CBI-Educ Options Novel/Starts	
AR0025	CBI-PDI/Novanet	
AR0026	CBI-PLATO Learning, Inc.	
AR0029	Gateway to College	
AR0031	Richland One Middle College	
AR0032	Fast Forward	
AR0033	GEARUP	
AR0035	JSCG	
AR0040	Pickens County Star Academy	
AR0043	Reconnecting Youth	
AR0045	SCATE	
AR0046	Virtual School Program	
AR0047	Truant Recovery Program	
AR0048	Union Alternative School	
AR0049	Upward Bound	
AR0050	WorkKeys/KeyTrain	
AR0052	PAR	

Code	Description	Office Contact
AR0062	AIM	
AR0063	Apex Learning	
AR0064	BADD	
AR0069	Star Academy	
AR0071	SC Chamber of Commerce	
AR0072	Title One Enrichment Program	
AR0074	Family Solution Intervent Plan	
AR0080	Big Brothers Big Sisters	
AR0081	Keeping it REAL	
AR0082	Project GRAD	
AR0083	Project TND	
AR0084	Quantum Opportunities Program	
AR0085	STEP	
AR0086	Teen Outreach Program (TOP)	
AR0087	Too Good for Drugs and Violence	
AR0088	ACT EXPLORE	
AR0089	Career Education Options (CEO)	
AR0090	Complete High School MAZE	
AR0091	CMCD	
AR0092	Early College	
AR0093	LRP	
AR0094	Moss High Point Entrepreneurship	
AR0095	NFTE	
AR0096	Phoenix Academy	
AR0097	Positive Action	
AR0098	Project Respect	
AR0099	Reconnecting Youth	
AR0100	SIATech	
AR0101	Youth Build	

Code	Description	Office Contact
AR0102	Healing Species	
AR0103	Academic/Mentoring/Mental Health Supports	
AR0104	Advancement Via Individual Determination	
AR0105	After School Homework Center	
AR0106	Alternatives in Motion for Success	
AR0107	APPLE	
AR0108	Barr Street Learning Center – SCDE Approved ASP	
AR0109	Building Bridges To Success	
AR0110	Building Educated Leaders for Life	
AR0111	Capturing Kids Hearts	
AR0112	CAREER ACADEMY MODEL	
AR0113	Coca Cola Valued Youth Program	
AR0114	Compass Learning	
AR0115	Computer Aided/Assisted instruction paired with mentor/mentee	
AR0116	Corrective Reading-Reading	
AR0117	Early College High School Initiative	
AR0118	EOC P.A.L.S. (Promoting Academic Learners to Success)	
AR0119	Evening Students Services-Higher Learning Academy	
AR0120	Extended School Day	
AR0121	FOCUS - SCDE Approved ASP	
AR0122	Focusing Students on Achievement	
AR0123	Freshmen Academy	
AR0124	Infinity of OCCSD3 - SCDE Approved ASP	
AR0125	Choices	
AR0126	Intensive Math instruction and mentoring	
AR0127	JAG-SC	
AR0128	Lake City Graduation Initiative	

Code	Description	Office Contact
AR0129	LIFT	
AR0130	Literacy 3000-Reading	
AR0131	Mentoring/Alternative Learning	
AR0132	Multi-Tiered Systems of Support (MTSS), Trident United Way Links to Success, Communities in Schools	
AR0133	Star Academy Program	
AR0134	Ninth Grade Academy	
AR0135	ODYSSEYWARE	
AR0136	Olweus Bullying Prevention	
AR0137	P.A.W.S. (Powerful Action Wields Success)	
AR0138	Positive Achievement With Students Program	
AR0139	Positive Action	
AR0140	Powerful Action Wields Success (PAWS)	
AR0141	Prepared for Graduation	
AR0142	Project Based Learning- Blended Curriculum	
AR0143	Project College and Academic Readiness Enhancement (Project CARE)	
AR0144	Project RISE	
AR0145	Project Success	
AR0146	RAPTOR	
AR0147	Read 180-Reading	
AR0148	Read Right and	
AR0149	REAL Academy	
AR0150	Reconnecting Youth	
AR0151	Saluda Creates Opportunities for Real Effectiveness (SCORE)	
AR0152	Making Middle Grades Work	
AR0153	Success Highways, Goal Setting, Coaching	
AR0154	Successful Transitions Program	

Code	Description	Office Contact
AR0155	The RIGHT Stuff	
AR0156	The Voyage to Personal and Academic Success/Computer Based Instruction	
AR0157	Ripple Effects	
AR0158	Positive Behavior Support (PBS)	
AR0159	Career Academy	
AR0160	A+ Learning System	
AR0161	Overcoming Obstacles	
AR0162	Hwy to Higher Ed Academy	
AR0163	SPARK	
AR0164	InstaGrad	
CDEP01	Regular Day CERDEP	**Child Early Reading and Development Education Program (CERDEP)** Office of Instructional Supports Alisha Green 803-737-3150 earlylearning-literacy@ed.sc.gov
CDEP02	Extended Day CERDEP	
CRED07	Credit Recovery Pgm 7th Grade	**Credit Recovery Program** Office of Federal and State Accountability
CRED08	Credit Recovery Pgm 8th Grade	
CRED09	Credit Recovery Pgm 9th Grade	
CRED10	Credit Recovery Pgm 10th Grade	
CRED11	Credit Recovery Pgm 11th Grade	
CRED12	Credit Recovery Pgm 12th Grade	
EEDASM	Education and Economic Development Act (EEDA) Summer Project	**EEDA Summer Project** Office of Career Readiness
GHO-1FS	Served Full-time at District School Student is served in a group home or other group care facility and is receiving educational services full-time at the public school.	**Group Homes** Office of General Counsel
GHO-2PS	Served Part-time at District School	

Code	Description	Office Contact
	Student is served in a group home or other group care facility and is receiving educational services part-time at the public school.	
GHO-3FD	FT at Facility-District Provides Ed Svc Student is served in a group home or other group care facility and is receiving all educational services at the facility with public school district providing educational services.	
GHO-4FF	FT at Facility-Facility Provides All Ed Svc Although available as an option in PowerSchool, GHO-4FF – is not a valid code under Part 1B, Section 1.8, H63 Department of Education, 2012-2013 Appropriation Act, where districts have the responsibility to provide educational services to students residing in group facilities.	
HBSD01	Home-based	**Home-Based Education Services** Office of Special Education Services
HIT	High-Intensity Tutoring	**Special Projects** High-Intensity Tutoring Diane Sigmon dbsigmon@ed.sc.gov
HWKC1	After-school Homework Center < 15 days	**After-School Homework Center** Office of Student Support
HWKC2	After-school Homework Center 15 or more days	
ImmFRN	Immersion French	**Immersion Language Program** Office of Assessment and Standards, World Languages Rocio Zalba 803-734-0564 rzalba@ed.sc.gov
ImmGRM	Immersion German	
ImmJPN	Immersion Japanese	
ImmMND	Immersion Mandarin	
ImmPRT	Immersion Portuguese	
ImmRSN	Immersion Russian	
ImmSPN	Immersion Spanish	
IB-PYP	The IB Primary Years Program (PYP), for students aged 3 to 12, focuses on the development of the	**International Baccalaureate (IB)**

Code	Description	Office Contact
	whole child as an inquirer, both in the classroom and in the world outside.	Office of Assessment and Standards Jennifer Holliday, 803-734-0163, jnholliday@ed.sc.gov
IB-MYP	The IB Middle Years Program (MYP), for students aged 11 to 16, provides a framework of academic challenge that encourages students to embrace and understand the connections between traditional subjects and the real world, and become critical and reflective thinkers.	
IB-DIP	The IB Diploma Program (DP), for students aged 16-19, is an academically challenging and balanced program of education with final examinations that prepares students for success at university and beyond.	
IB-CRP	IB Career-related Program (CP), for students aged 16-19, incorporates the vision and educational principles of the IB Programs into a unique offering specifically designed for students who wish to engage in career-related learning.	
LAD	Served in Local Adult Detention Center Student is housed in a local adult detention center with public school district providing educational services.	**Detention Facilities**
LJD	Served in Local Juvnl Detention Center Student is housed in a local juvenile detention center with public school district providing educational services.	
MAG001	Arts	**Magnet Programs** (Within a School) Office of Education Choice & Family Engagement Meka Childs mchilds@ed.sc.gov
MAG002	Academy of 21st Century Learning	
MAG003	International Baccalaureate	
MAG004	STEM	
MAG005	Leadership	
MAG006	School of Innovation	
MAG007	College and Career	
MAG008	Communications & Technology	
MAG009	Montessori	

Code	Description	Office Contact
MAG010	Academic/Scholar	
MAG011	Communications & Arts	
MAG012	Military Magnet	
MAG013	Engineering and Health Professions	
MAG014	Law, Finance and Business	
MAG015	Arts, Communication and Theatre	
MAG016	Environmental Sciences	
MAG017	Engineering	
MAG018	Media	
MAG019	Entertainment	
MAG020	Entrepreneurial	
MAG021	Exercise Science	
MAG022	Service Learning For students with unique learning styles	
MAG023	Inquiry – based interdisciplinary curriculum	
MAG024	Hirsch Core Knowledge curriculum	
MAG025	Fine Arts & Media Enrichment	
MAG026	Single Gender	
MAG027	Research Engagement & Design	
MAG028	NASA Explorer School	
MAG029	Health Science	
MAG030	Zoological & Botanical Zoobot	
MAG031	STEAM	
MAG032	Academy for Civic Engagement	
MAG033	Language Immersion	
MAG034	Technology, Environment, Health and Fitness	
MONT01	Montessori (within a school)	**Montessori** (Within a School) Office of Personalized Learning
RTF-1FS	Served Full-time at District School -	

Code	Description	Office Contact
	Student is served in a residential treatment facility and is receiving educational services full-time at the public school (Formerly – Group Home Services = "FS").	**Residential Treatment Facilities** Office of General Counsel
RTF-2PS	Served Part-time at District School - Student is served in a residential treatment facility and is receiving educational services part-time at the public school (Formerly – Group Home Services = "PS").	
RTF-3FD	Full Time at Facility - District Provides Educational Services. Student is served in a residential treatment facility and is receiving all educational services at the facility with public school district providing educational services.	
RTF-4FF	Full Time at Facility - Facility Provides All Ed Services	
SBAVRL	State Board of Education Approved Virtual Remote Learning	**School District Virtual Learning Programs** Office of Virtual Education Bradley Mitchell virtualsc@ed.sc.gov
TMPVIR	Temporary Virtual Remote Learning	**Temporary Virtual Instruction** Information Technology Wyatt Cothran wcothran@ed.sc.gov

Start Page > People > Staff > New Staff Member

Program or function of: Federal & State Accountability

This page allows for creating a new staff member.

Figure 52. *New Staff Member*

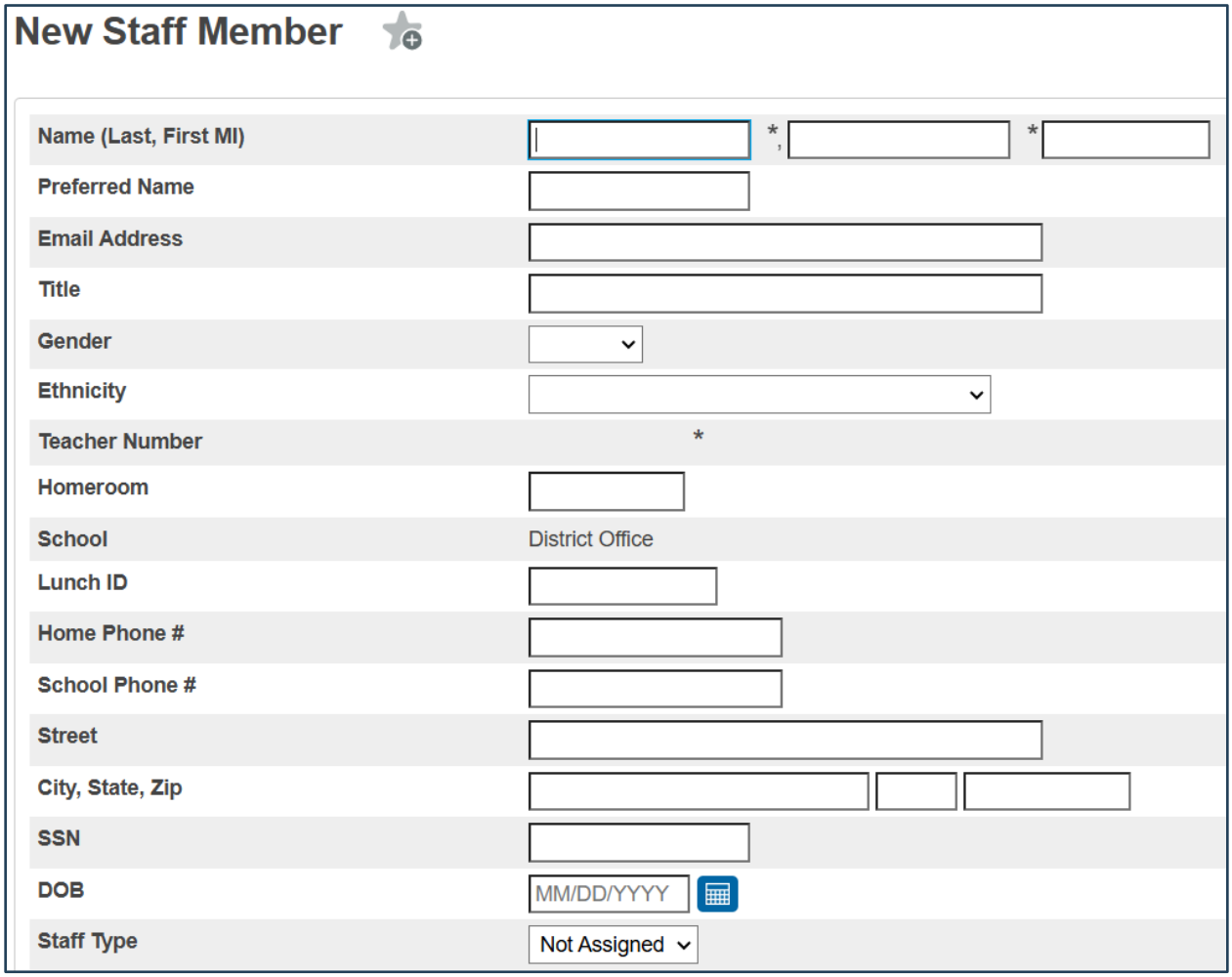


Table 49. *Fields to Populate for New Staff Member*

Display Name	Table & Number	Field Name	Description	Accepted Values
Name (Last)	Users	Last_Name	Last name	
Name (First)	Users	First_Name	First name	
Name (Middle)	Users	Middle_Name	Middle name	

Display Name	Table & Number	Field Name	Description	Accepted Values
Preferred Name	Users	PreferredName	Preferred name, such as a nickname	
Email Address	Users	Email_Addr	Full email address	
Gender	SchoolStaff	Sched_Gender	Gender	F – Female M – Male
Ethnicity	Users	FedEthnicity	Select if the staff member is Hispanic or Latino.	Y – Yes N – No
Race	TeacherRace (202)	RaceCD	Choose one or more options to indicate race	I –American Indian or Alaska Native A – Asian B – Black or African American W – White (or Caucasian) P – Native Hawaiian or Other Pacific Islander
Reporting Ethnicity	Users	Ethnicity	Specify staff member's ethnicity	
ID	Users	TeacherNumber	Enter staff member's identification number (required).	
StatePrid (Cert #)	Users	SIF_StatePrid	Teacher's certification number issued by the Office of Educator Services	
Homeroom	Users	Homeroom	Staff member's homeroom number	
Homeschool	Users	HomeSchoolID	Displays designated home school for the teacher	
Lunch ID	Users	Lunch_ID	PowerLunch identification number	
Home Phone #	Users	Home_Phone	Staff member's home telephone number	
School Phone #	Users	School_Phone	Staff member's school telephone number	

Display Name	Table & Number	Field Name	Description	Accepted Values
Street	Users	Street	Staff member's street name	
City	Users	City	Staff member's city	
State	Users	State	Staff member's two-letter state abbreviation	
Zip	Users	Zip	Postal code	
SSN	Users	SSN	**Do not populate the SSN field.**	
DOB	UsersCoreFields	DOB	Birth date	
Staff Type	SchoolStaff	StaffStatus	Assign a staff type to each staff member, which makes searching for and selecting staff members more efficient. For a staff member to be associated to a gradebook, they must be listed as a teacher.	0 - Not Assigned 1 - Teacher 2 - Staff 3 - Lunch Staff 4 - Substitute
Active	SchoolStaff	Status	Staff member's status (Active or Inactive) If not checked, the staff member's PowerSchool account is inactive and he or she cannot access PowerSchool.	Checked = 1 (Active) Not Checked = 2 (Inactive)
Generation	S_SC_USR_X	Tchr_Generation	Staff's generation	None, II, III, IV, V, Jr., Sr.
Educator ID	S_SC_USR_X	Tchr_ID	Identification number for matching teacher instructional records to teacher certification records	
Applied for Certification	S_SC_USR_X	Appl_for_Cert	Check only for staff members coded as teachers who have applied for or received a certification ID. If the teacher has not applied for	Checked = 1 Unchecked = 0

Display Name	Table & Number	Field Name	Description	Accepted Values
			certification or does not plan to apply for certification, the box should be unchecked. The default in PowerSchool is “checked” or “true” only for those staff members coded as teachers. All other staff member (non-teacher) categories are “unchecked” or “false” by default.	

Staff Assignments

Start Page > Staff > Select A Staff Member > Edit Information > Staff Assignment

Associated Procedures

Staff assignments are automatically created when a staff person is assigned a role and school or district office assignment on the Account Access and Affiliations page. Once the page is submitted, the information from this page is copied over to the Staff Assignments page. The start date of the assignment is the start of the school year. The end date is left blank but should be updated when a staff person finishes employment at an assignment. This staff assignment is necessary for downstream applications. All teachers and staff must have a staff assignment in PowerSchool. If the staff person is created without submitting information through the Account Access and Affiliations page, the staff assignment information needs to be manually entered.

The automation from the Account Access and Affiliations page to the Staff Assignments page is one-way. Changes to the Staff Assignments page do not carry back to the Account Access and Affiliations page. Also, if data are imported to the Account Access and Affiliations page, this bypasses the automation for Staff Assignments. The 'Submit' button on the Account Access and Affiliations page is what triggers the auto-creation of the staff assignment.

Figure 53. *Staff Assignment*

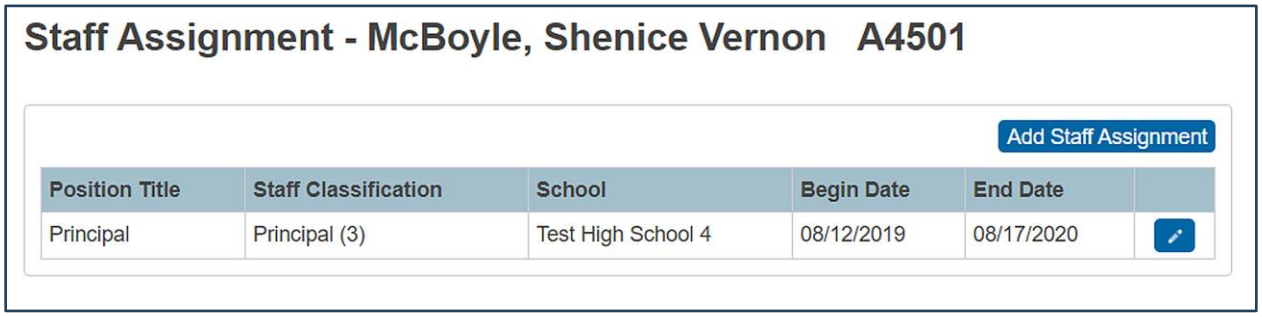


Table 50. *Fields to Populate for Staff Assignment*

Display Name	Table	Field Name	Description	Accepted Values
Position Title	S_USR_Assignments_C	PositionTitle	Staff member's title at the school or district	
Staff Classification	S_USR_Assignments_C	StaffClassification	Select the appropriate	0 – Blank Administration

Display Name	Table	Field Name	Description	Accepted Values
			classification for the staff member.	Assistant Principal Assistant Superintendent Classroom Instructional Classroom Non-Instructional Data Specialist District Administrator District Instructional District Non-Instructional Instructional Coach Leader Lunch Staff Not Assigned Principal School Administrator School Counselor School Instructional School Non-Instructional Staff Substitute Superintendent System Administrator Teacher
School	S_USR_Assignments_C	SchoolID	School for staff member's assignment	
Start Date	S_USR_Assignments_C	BeginDate	Date assignment began	

Display Name	Table	Field Name	Description	Accepted Values
End Date	S_USR_Assignments_C	EndDate	Date assignment ended	

Enrollment Information

Start Page > [Student Selection] > School Enrollment > Enrollment History

Program Offices: Federal & State Accountability, Information Technology – Research and Reporting

The Enrollment History page includes the student's current and historical school enrollment data with entry and exit dates for each enrollment within the district. Enrollment records must not overlap; the entry and exit dates of the current enrollment must be after all previous enrollments.

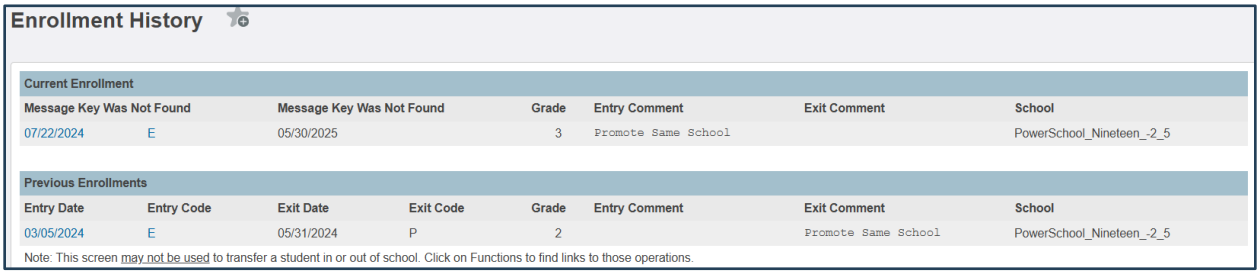
Associated Procedures

Code the **Entry Code** field as **Eligible for State Funding (E) or Ineligible for State Funding, EEI)** based on the consistency of the student's status with funding requirements outlined in the Pupil Accounting Manual and other governing financial documentation.

Enter all attendance data prior to transfer out since it cannot be added later.

Enrolling New PK Students: Select the enrollment code of **Eligible for State Funding (E)** for all 3- and 4-year-old students.

Figure 54. *Enrollment History*



Edit Current/Previous Enrollment

Start Page > [Student Selection] > School Enrollment > Edit Current Enrollment

Table 51. *Fields to Populate for Edit Current Enrollment*

Display Name	Table(s)	Field Name	Description	Accepted Values
Entry Date	Students (1), ReEnrollments(18)	EntryDate	Date of enrollment in school; first day of instruction; must fall within dates of the current school year	
Entry Code	Students (1), ReEnrollments(18)	EntryCode	Funding status is required.	E = Eligible for funding; EEI = Ineligible for funding
Entry Comment	Students (1), ReEnrollments(18)	TransferComment, EntryComment	Comments about student's entry to school for this enrollment.	
Exit Date	Students (1), ReEnrollments(18)	ExitDate	Date after student's last day of instruction in school. *Exit date should never be prior to the entry date.*	
Exit Code	Students (1), ReEnrollments(18)	ExitCode	Reason for student withdrawing (transferring out) from school; required for transfer out and graduated students.	Exit Codes
Exit Comment	Students (1), ReEnrollments(18)	ExitComment	Comments about student's withdrawal (transfer out) from school for this enrollment.	
Full-Time Equivalency	Students (1), ReEnrollments(18)	FTEID	Student's Full Time Equivalency code; required.	Full Time

Display Name	Table(s)	Field Name	Description	Accepted Values
Grade Level	Students (1), ReEnrollments(18)	Grade_level	Grade level	-2, -1, 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12
Track	Students (1), ReEnrollments(18)	Track	If the school uses tracks, select the track applicable for student.	A, B, C, D, E, F
District of Residence	Students (1), ReEnrollments(18)	DistrictOfResidence	District where student lives.	
School of Residence	S_SC_STU_X	SchoolRes	7-digit School Identification Number (SIDN) and name for assigned school based on home/street address (geocode) **Required for students outside of their zoned district or school.**	Values are based on the selected District of Residence.

Table 52. *Exit Codes*

Exit Code	Description
W10	Transfer /In-District
W20	Withdrawn/Unknown Status
W21	Graduated
W22	Transfer/Out of District
W23	Transfer/Adult Education
W24	Moved Out of District/School Unknown
W25	Withdrawn/Home Schooled
W26	Withdrawn/Health or Pregnancy
W27	Withdrawn/Tech School
W28	Withdrawn/4-Year College
W29	Withdrawn/Work
W30	Withdrawn/Military
W31	Withdrawn/Juvenile Corrections
W32	Withdrawn/Adult Corrections
W33	Withdrawn/Expulsion

Exit Code	Description
W34	Withdrawn/Charter School
W35	Deceased
W36	Dropout
W37	Re-enrolled Next School Year
W38	Adult Ed – Diploma Tracking
W39	Exceeded Max Age for Attendance
W40	Adult Ed – GED Tracking
W41	South Carolina High School Credential
W42	Non-Diploma Document
W43	Out-of-Country *Excludes student from grad rate and dropout calculations
EF	Ed-Fi no-show record for publishing
EG	Early Graduate
GC	Grade Change Withdrawal
NS	No Show/Never Enrolled
P	Promoted (For End of Year Process)
R	Retained (For End of Year Process)

Appendix A

Start Page > [Student Selection] > School Enrollment > South Carolina Student Information Page

The Language section at the top of the **South Carolina Student Information** page, necessary for Multilingual Learner Program data entry, uses the values in the Language Values table to populate the following drop-down lists and fields:

- **Language First Acquired**
- **Language Spoken Most Often**
- **Primary Home Language**
- **Oral Communication Language**
- **Written Communication Language**
- **Other Language**
    - visible when **OTH - Other** is selected for any language dropdown list

Table 53. *Language Values*

Value	Language	Comments
	English	Default field value for language fields. A null value will indicate English.
AFA	Afro-Asiatic Languages	
AFR	Afrikaans	
AKA	Akateko (Guatemala & Mexico)	
AKN	Akan	
ALB	Albanian	
AMH	Amharic	
ARB	Arabic	
ARM	Armenian	
AZE	Azerbaijani	
BAM	Bambili	
BEN	Bengali	
BIS	Bisaya	
BNT	Bantu	
BOS	Bosnian	
BRL	Braille	Only available for the “Written Communication Language field”
BUL	Bulgarian	
BUR	Burmese	
CEB	Cebuano	

Value	Language	Comments
CHI	Chin (Burma)	
CHN	Chinese (unspecified)	
CHR	Cherokee	
CHU	Chui (Guatemala & Mexico)	
CMB	Cambodian	
CNT	Cantonese	
CRE	Creole	
CRO	Croatian	
CZE	Czech	
DAN	Danish	
DAR	Dari	
DIN	Dinka	
DUT	Dutch	
EST	Estonian	
EWE	Ewe	
FAL	Falam	
FAR	Farsi	
FIL	Filipino	
FIN	Finnish	
FRN	French	
GEO	Georgian	
GJR	Gujarati	
GRK	Greek	
GRM	German	
HEB	Hebrew	
HIL	Hiligaynon	
HIN	Hindi	
HKC	Hakha Chin	
HMN	Hmong	
HUN	Hungarian	
ICE	Icelandic	
IGB	Igbo	
IND	Indonesian	
INN	Indian	
ITA	Italian	
JPN	Japanese	
KAC	Kachin	
KAN	Kannada	

Value	Language	Comments
KAR	Karen	
KHM	Central Khmer	
KIC	K'iche' (Guatemala)	
KIN	Kinyarwanda	
KIR	Kirundi	
KOK	Konkani	
KRD	Kurdish	
KRN	Korean	
LAK	Lakota	
LAO	Lao	
LAV	Latvian	
LIT	Lithuanian	
MAC	Macedonia	
MAI	Mai Mai	
MAL	Malayalam	
MAM	Mam	
MAN	Mandingo	
MAR	Marathi	
MAY	Malay	
MIC	Micronesian	
MIN	Mina/Minangkabau	
MIX	Mixtec (Mexico)	
MKH	Mon	
MND	Mandarin	
MOL	Moldovan	
MON	Mongolian	
NBL	Ndebele	
NEP	Nepali	
NSO	Northern Sotho	
ODI	Odia	
ORM	Oromo	
OTH	Other	Select to display the 'Other Language' field
PAO	Pa	
PAT	Patwa/Patwah/Patois/Patua	
PER	Persian	
POL	Polish	
PON	Pohnpeian/Ponapean	
POQ	Poqomam (Guatemala)	

Value	Language	Comments
POS	Pashto	
PRT	Portuguese	
PUN	Punjabi	
QAN	Q'anjob'al (Guatemala & Mexico)	
ROH	Rohingya	
ROM	Romanian	
RSN	Russian	
SAU	Saurashtra	
SGN	Sign Language(s)	
SIN	Sinhala	
SLV	Slovak	
SMO	Samoan	
SND	Sindhi	
SOM	Somali	
SOT	Southern Sotho	
SPN	Spanish	
SSW	Swati/Swazi	
SWA	Swahili	
SWE	Swedish	
TAM	Tamil	
TEL	Telugu	
TGK	Tajik	
TGL	Tagalog	
THA	Thai	
TIG	Tigrinya	
TRK	Turkish	
TSN	Tswana	
TWI	Twi	
UKR	Ukrainian	
URD	Urdu	
UZB	Uzbek	
VEN	Venda	
VTN	Vietnamese	
WOL	Wolof	
XHO	Xhosa	
YOR	Yoruba	
ZUL	Zulu	