

## MEMORANDUM

**TO:** District Superintendents  
District Finance Officers  
District Technology Directors  
District PowerSchool Coordinators

**FROM:** Joshua R. Byers  
District Financial Services Manager, Office of Finance

**DATE:** March 11, 2025

**RE:** 135-Day Data Verification

The 135-day membership collection will **open on March 25, 2025, and close on April 16, 2025**. The links provided below will update daily at 12:30 p.m. and reflect the data published by the district from PowerSchool to Ed-Fi before 8:00 p.m. the prior day. You may submit revised data during the collection period and retrieve updated reports.

[Student Data Membership Counts](#)

[Student Data Accountability Counts](#)

Both report types above default to Fiscal Year 2024-25 and Report Cycle 135-day. The selection process for your individual school and district reports requires the following steps in this order:

1. Report Options – Choose “School”
2. District – Check your district box
3. School – Choose “Select All” – your district totals will also appear in this selection of reports at the end

Use PowerSchool funding reports, as outlined in the updated [Step by Step Guide for Funding Reports in PowerSchool](#), to compare data published to Ed-Fi. This ensures that the information entered in PowerSchool aligns with Ed-Fi and matches the figures reflected in the Financial Portal. At the end of the collection window, the Student Data Membership Counts and Student Data Accountability Counts pages (linked above) will serve as the official sources for determining district funding.

The CFO is required to certify the district's 135<sup>th</sup>-day funding data by **April 16, 2025**, using an electronic signature. A link for this purpose will be sent in a separate email from [ORDA\\_Docusign@ed.sc.gov](mailto:ORDA_Docusign@ed.sc.gov).

**A few notes of importance:**

- This list of [Level Data Validations](#) identifies data points for districts to prioritize cleaning in preparation for the 135<sup>th</sup> day. This tool is meant to assist districts and schools in ensuring that funding-related data is accurate; neglecting these validations will result in loss of funding.
- Districts can use Podium dashboard reports to identify discrepancies between funding information in PowerSchool and what is published to Ed-Fi, as shown in the Financial Portal links (linked on page 1 above).
- The [Step by Step Guide for Funding Reports in PowerSchool](#) walks users through the order in which to execute certain PowerSchool reports when preparing data for funding for review.
- Pupils in Poverty will be identified using the definition as stated in Proviso 1.3. PIP uses data elements from the following sources: District Child Nutrition Application, Socioeconomic Indicator, and PowerSchool Data Entry. Please ensure your district has uploaded the SEI file prior to running the Add-On Weightings Update and creating the extract.
- Import the updated Academic Assistance file into PowerSchool, then run the Add-On Weightings Update/SC24, and Publish All on Student Enrollments in the Ed-Fi dashboard. This file for Add-On Weightings contains the most recent assessment results for students enrolled in each district and has been distributed to PowerSchool District Coordinators.
- Students in grades 9-12 enrolled in an approved CTE course are eligible for Career and Technology Education weighting.
- For the current fiscal year, the required two-hundred fifty minutes of specialized instruction a student is required to receive in order to qualify for the special education weighting in the State Aid to Classrooms is waived. A special education weighting may be applied for any public-school child with an Individualized Education Program in effect, regardless of the number of minutes of instruction. (Proviso 1.62)
- Students identified in the special education categories of Profoundly Mentally Handicapped (PMD), Developmentally Delayed (DD), Other Health Impaired (OHI), and Traumatic Brain Injury (TBI) shall continue to be coded in the most descriptive category and NOT the category in which it will roll up into for the weighting. The

SCDE Financial Portal will combine the number of days with the correct classification.

- District PowerSchool and IT leaders are provided more granular information surrounding PowerSchool coding, checking funding data sent via Ed-Fi, and troubleshooting steps. For support with these items, please contact [powerschool@ed.sc.gov](mailto:powerschool@ed.sc.gov)

If you have any questions, please email Joshua Byers at [jrbyers@ed.sc.gov](mailto:jrbyers@ed.sc.gov).

**Pupil Classification Weightings:**

<b><u>Code</u></b>	<b><u>Description</u></b>	<b><u>Base Weighting</u></b>
K	Kindergarten	1.00
P	Primary (Grades 1 – 3)	1.00
EL	Elementary (Grades 4 – 8)	1.00
HS	High School (Grades 9 – 12)	1.00
EM	Educable Mentally Handicapped	2.60
LD	Learning Disabled*	2.60
TM	Trainable Mentally Handicapped**	2.60
EH	Emotionally Handicapped	2.60
OH	Orthopedically Handicapped***	2.60
VH	Visually Handicapped	2.60
HH	Hearing Handicapped	2.60
AU	Autism	2.60
SP	Speech Handicapped	2.60
HO	Homebound	1.00
VOC	Vocational (Grades 9 – 12)	1.20

\* Includes Other Health Impaired (OHI/DD)

\*\* Includes Profoundly Mentally Disabled (PMD)

\*\*\* Includes Traumatic Brain Injury (TBI)

**Additional Weights for Personalized Instruction:**

<b><u>Code</u></b>	<b><u>Description</u></b>	<b><u>Add-On Weighting</u></b>
HIAC	High Achieving	0.15
ACAS	Academic Assistance	0.15
LEP	Limited English Proficiency	0.20
PIP	Pupils in Poverty	0.50

**Additional Weights for Charter School Students – Statewide Authorizers Only:**

<b><u>Code</u></b>	<b><u>Description</u></b>	<b><u>Add-On Weighting</u></b>
B&M	Brick & Mortar	1.25
VIRT	Virtual	0.65