



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

**MEMORANDUM**

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

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

**DATE:** 10/15/2024

**RE:** 45-day Data Verification

The 45-day membership collection will open on **October 24, 2024, and close November 12, 2024**. The links provided below will update daily and reflect the data published by the district from PowerSchool to EdFi before 8 pm each day. You can submit revised data during the collection period and retrieve updated reports.

[Student Data Membership Counts](#)

[Student Data Accountability Counts](#)

The selection process for your individual school and district reports requires the following steps in this order. Both report types above default to 2024-25 and 45-day:

1. Report Type – Choose District – The Public Charter District or Charter Sponsors will choose Charter, and the state agency districts will choose Agencies.
2. Report Options – Select School
3. District – Check your district box
4. School – Select all – your district totals will also appear in this selection of reports at the end.

Use PowerSchool funding reports (Membership & Attendance Report – CSV/SC06, Master Classification List – CSV/SC08, Add-On Weightings List/SC27, Add-On Weightings Report/SC28) in comparison to data found in Ed-Fi to ensure that data entered in PowerSchool matches data in Ed-Fi. Review and confirm these data match the numbers listed on the Financial Services webpage using the *Student Data Membership Counts* and *Student Data Accountability Counts* links above. The CFO is required to certify the district's 45<sup>th</sup> day funding data by November 12, 2024, using an electronic signature. A link for this purpose will be sent in a separate email.

**A few notes of importance:**

- [This list of Level Data validations](#) identifies data points for districts to prioritize cleaning in preparation for the 45<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's uploaded to the SCDE site (linked on page 1 above).
- The EFA/EIA Step-by-Step Guide linked [here](#) guides users through the order in which to execute certain PowerSchool reports when preparing data for funding.
- 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 EdFi 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 1.63)

- 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 appropriate 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.

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>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)

### **Charter school students - (statewide authorizers only):**

- Charter (Brick & Mortar) - 1.25
- Charter (Virtual) - 0.65

### **Additional weights for Personalized Instruction**

- PIP- 0.50
- High Achieving - 0.15
- Academic Assistance - 0.15
- LEP - 0.20