



Step by Step Guide for Funding Reports in PowerSchool

Office of Finance

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Ellen E. Weaver
State Superintendent of Education

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1. Introduction

Purpose of the Manual

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

Target Audience

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

Organization of the Manual

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

2. Initialization Processes

Overview of Initializations

Data & Reporting > Reports > State Initialization

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

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

| Attendance | Version | Description |
|---------------------------------|---------|--|
| Attendance Code Standardization | 2.0 | Updates Attendance Codes & Attendance Categories to state approved values. |

| Miscellaneous | Version | Description |
|---|---------|--|
| EFA/EIA Initialization (post-migration) | 1.0 | Initialization process for SC EFA/EIA (post-migration of EFA/EIA History). |

| Add-On Weightings | Version | Description |
|---------------------------------------|---------|--|
| SC23 Add-On Weightings Initialization | 1.0.6 | Initialization process for SC Add-On Weightings Fields |

| Miscellaneous SC Fields | Version | Description |
|---|---------|--|
| SC25 Miscellaneous SC Fields Initialization | 1.7 | Initialization process for Miscellaneous SC Fields |

| Precode | Version | Description |
|-----------------------------|---------|--|
| SC26 Precode Initialization | 2.0 | Initialization process for SC Precode Fields |

| Read To Succeed | Version | Description |
|--------------------------------|---------|--|
| Read to Succeed Initialization | 1.0 | Initialization process for Read to Succeed |

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

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

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

EFA/EIA Initialization

The EFA/EIA classification greatly impacts the funding that schools receive. The codes used to determine student eligibility must be current values and initialized via this process at the beginning of each school year. This process erases EFA/EIA codes/dates that were previously entered for students and clears them for current year's data entry, erases data from the self-contained checkbox, and assigns a default EFA code to all students, except for those enrolled in prekindergarten.

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

Add-On Weightings Initialization

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

3. Data Entry

EFA/EIA

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


EFA

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

South Carolina State Information

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

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

EFA Code Entry 

[EFA Code Entry](#) | [EIA Code Entry](#) | [High Achieving](#) | [Add On Weightings](#) | [Standardized Test Performance Level](#) | [EFA History](#) | [EIA History](#) | [High Achieving History](#)
[Add On Weightings History](#) | [Standardized Test Perf Level History](#)

EFA Primary:

EFA Secondary Codes

EFA 2:

EFA 3:

EFA 4:

EFA 5:

EFA 6:

EFA 7:

EFA 8:

EFA 9:

EFA 10:

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

EIA

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

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

EIA Code Entry

[EFA Code Entry](#) | [EIA Code Entry](#) | [High Achieving](#) | [Add On Weightings](#) | [Standardized Test Performance Level](#) | [EFA History](#) | [EIA History](#) | [High Achieving History](#)
[Add On Weightings History](#) | [Standardized Test Perf Level History](#)

EIA Codes

EIA 1:

EIA History

| Start Date | Stop Date | EIA 1 |
|------------|-----------|-------|
| 07-22-24 | | EC4 |

[Submit](#)

Add-On Weightings

Start Page > Data & Reporting > Reports > Compliance Reports > Add-On Weightings heading

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

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

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

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

Types of Add-On Weightings

Academic Assistance

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

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

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

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

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

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

Add State Standardized Test Performance Level

Test Date: 05/09/2024

School: PowerSchool_Fourteen_9_12

Report Year: 2024-2025

Grade: 11

Elem/Middle School Performance Level ELA: [Dropdown]

Elem/Middle School Performance Level Math: [Dropdown]

High School Performance Level ELA: 1 - Not Met

High School Performance Level Math: 1 - Not Met

Buttons: Back, Submit

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

State Standardized Test Performance Level

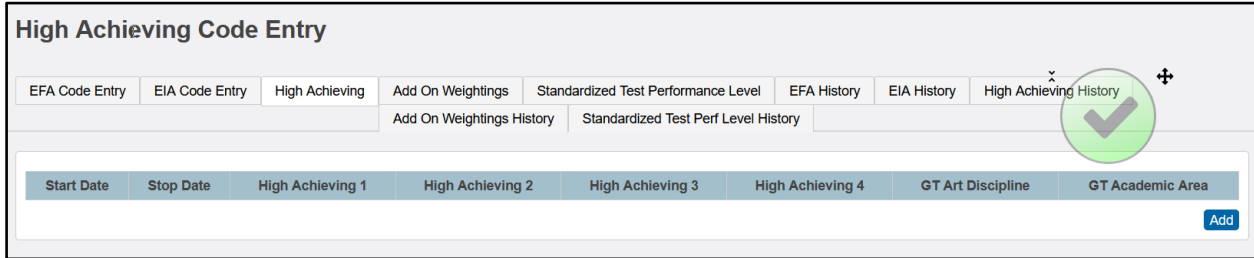
Navigation: EFA Code Entry | EIA Code Entry | High Achieving | Add On Weightings | **Standardized Test Performance Level** | EFA History | EIA History | High Achieving History | Add On Weightings History | Standardized Test Perf Level History

| Test Date | Grade | Elem/Middle School Performance Level ELA | Elem/Middle School Performance Level Math | High School Performance Level ELA | High School Performance Level Math |
|------------|-------|--|---|-----------------------------------|------------------------------------|
| 05/03/2021 | 9 | 2 - Met | 2 - Met | | |
| 05/04/2021 | 9 | 2 - Met | 2 - Met | | |
| 05/04/2022 | 10 | | | | 2 - Met |
| 05/05/2022 | 10 | | | | 2 - Met |
| 05/03/2023 | 11 | | | 2 - Met | |
| 05/04/2023 | 11 | | | 2 - Met | |
| 05/09/2024 | 11 | | | 1 - Not Met | 1 - Not Met |

High Achieving

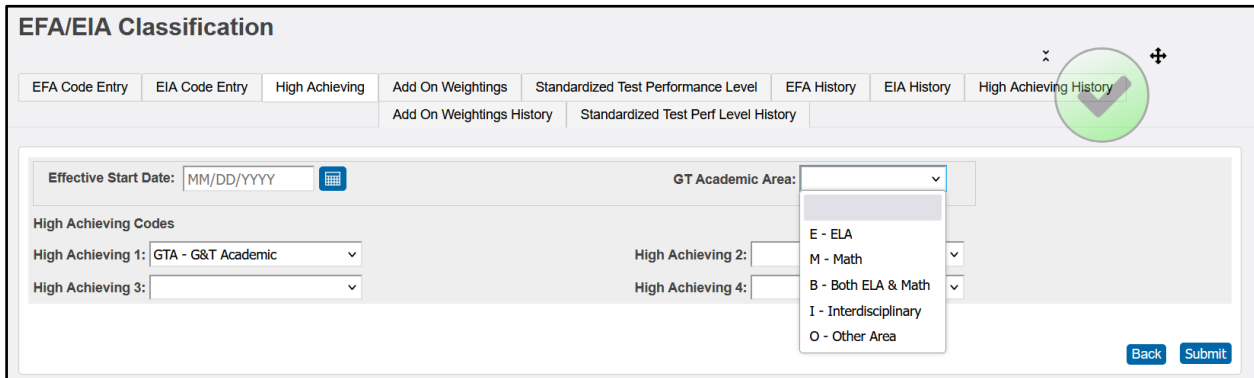
Values of GTA (G&T Academic), GTR (G&T Artistic), AP (Advanced Placement), and/or IB (International Baccalaureate) may be entered in the High Achieving fields for the current year. In order for schools to receive funding for High Achieving, the High Achieving 1 field must be completed. Additional High Achieving fields should be completed as accurate but note that additional funding is not granted for additional High Achieving qualifications.

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



The screenshot shows the 'High Achieving Code Entry' form. At the top, there are several tabs: 'EFA Code Entry', 'EIA Code Entry', 'High Achieving', 'Add On Weightings', 'Standardized Test Performance Level', 'EFA History', 'EIA History', and 'High Achieving History'. The 'High Achieving' tab is selected. Below the tabs, there are two rows of buttons: 'Add On Weightings History' and 'Standardized Test Perf Level History'. The main form area has a table with columns: 'Start Date', 'Stop Date', 'High Achieving 1', 'High Achieving 2', 'High Achieving 3', 'High Achieving 4', 'GT Art Discipline', and 'GT Academic Area'. An 'Add' button is located at the bottom right of the table. A green checkmark icon is overlaid on the 'High Achieving History' tab.

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



The screenshot shows the 'EFA/EIA Classification' form. At the top, there are several tabs: 'EFA Code Entry', 'EIA Code Entry', 'High Achieving', 'Add On Weightings', 'Standardized Test Performance Level', 'EFA History', 'EIA History', and 'High Achieving History'. The 'High Achieving' tab is selected. Below the tabs, there are two rows of buttons: 'Add On Weightings History' and 'Standardized Test Perf Level History'. The main form area has a section for 'Effective Start Date' with a date input field (MM/DD/YYYY) and a calendar icon. To the right is a 'GT Academic Area' dropdown menu. Below this, there are four 'High Achieving Codes' fields: 'High Achieving 1' (with a dropdown menu showing 'GTA - G&T Academic'), 'High Achieving 2', 'High Achieving 3', and 'High Achieving 4'. A dropdown menu is open for 'High Achieving 4', showing options: 'E - ELA', 'M - Math', 'B - Both ELA & Math', 'I - Interdisciplinary', and 'O - Other Area'. 'Back' and 'Submit' buttons are at the bottom right. A green checkmark icon is overlaid on the 'High Achieving History' tab.

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

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

Limited English Proficiency (LEP)

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

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

Pupils in Poverty (PIP)

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

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

OR

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

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

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

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

4. Other Funding Reports in PowerSchool

Processes to Run

SC24 Add-On Weightings Update

SC31 High Achieving List

SC27 Add-On Weightings List (CSV)

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

SC01 Data Verification

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

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

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

The screenshot shows the configuration interface for the SC01 EFA/EIA Data Verification Report. The report name is 'SC01 EFA/EIA Data Verification' and the version is 3.26. The description states that the report lists EFA or EIA errors in student data that must be corrected before creating extracts for sending to the SCDE. The processing options are set to 'In Background Now'. The specific date/time is left blank. The 'Data to be filled' section has a 'Reset All' button. The 'Sort Options' are set to 'Student Number'. The 'Select Data to Process' dropdown is set to 'All EFA/EIA Data'. There are three checkboxes for excluding data: 'Click the checkbox to exclude Summer School Enrollments.', 'Click the checkbox to exclude Enrollments for Schools Excluded from State Reporting.', and 'Membership and Attendance Extract'.

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

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

SC02 Cumulative Class Report

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

SC06 Membership & Attendance Report

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