



South Carolina Student Accountability System

Revised Fall 2017

PART I - INTRODUCTION

Overview

The South Carolina Student Accountability System described in this manual is designed to account for students in Three and Four Year Old (early childhood) programs.

Purpose

The primary purpose of the Student Accountability System is to obtain a cumulative head count of eligible students who are served for the current school year. The cumulative head count is used to calculate the amount of funds school districts will receive under established programs.

Technical Assistance

Questions regarding PowerSchool software and related problems should be referred to local District Technology personnel. If local District Technology personnel cannot answer the question, then they may contact Pearson Premium Support. There are two contacts in each district that may place calls for technical assistance to Pearson Premium Support. All other technical support questions should be submitted to SCDE's PowerSchool Team by entering an eServices ticket after logging into the SCDE Web Site Member Center.

Other Assistance

The Office of Finance will provide assistance with any questions concerning assignment of EIA classification codes. You may call 803-734-8122. If questions arise concerning a specific program or eligible students, those questions should be directed to the office within the SCDE which administers the program.

Confidentiality of Information

Student information in the PowerSchool database should be kept confidential with access limited to school personnel involved in Student Accountability System activities.

Other Reference Materials

This manual explains the requirements, classification parameters, and selected legal specifications for EIA funding and the PowerSchool computer software. Other PowerSchool manuals available for reference are SRC Users Guide, PowerSchool Basics Guide, PowerSchool Attendance Guide, PowerSchool System Administrator User Guide, as well as online training modules. The PowerSchool Step-by-Step Guide for Running EFA and EIA Funding Reports is available on the SCDE website at <http://ed.sc.gov/data/information-systems/power-school-administration/powerschool-manuals-for-s-c-pages>. This manual is not a substitute for formal training presented by PowerSchool or SCDE and in no way contains all the information needed to successfully integrate all aspects of PowerSchool with the Student Accountability System.

Who Should Report Student Accountability Data

All schools which are accredited through the SCDE, Office of Federal and State Accountability, with the exception of career and technology education (CATE) centers, must report through the Student Accountability System. In addition, this manual is applicable to all schools which in any way use PowerSchool generated information as the source for reporting Student Accountability data to the SCDE for EIA funding purposes.

PART II - DEFINITIONS AND ABBREVIATIONS

1. Cumulative Class Extract - The Cumulative Class Extract can be produced by PowerSchool when running the Cumulative Class Report. It is a file containing the raw data from the Cumulative Class Report. It cannot be created until an error-free Data Verification Report for the Cumulative Class Extract has been run successfully.
2. Cumulative Class List - The Cumulative Class List is a listing/roster of students' names sorted by EIA classification and grade. This is supporting detail for the Cumulative Class Report for school and district use. It is accessed from PowerSchool> Start Page> Reports> State Reports.
3. Cumulative Class Report - The Cumulative Class Report reflects the number of students by EIA classification and grade. It is accessed from PowerSchool> Start Page> Reports> State Reports.
4. District Summary Report (For the purpose of the Student Accounting System at SCDE and these instructions) - The District Summary Report is a computerized printout produced by the SCDE. It is prepared from data submitted by the districts on the Cumulative Class Reports. The District Summary Report may be a 45-Day or a 135-Day report.
5. EFA/EIA Classification Page, EIA Code Entry tab - Page in PowerSchool where EIA data is entered for each student.
6. EFA/EIA Data Verification Report - The EFA/EIA Data Verification Report validates student EIA information required for the Cumulative Class Report. The verification report will list student names and any errors that must be corrected before running the Cumulative Class Extract. It is accessed from PowerSchool> Start Page> Reports> State Reports.
7. Include This Student in State Reporting - A field on the South Carolina State Information page that impacts the student being included in the Cumulative Class List, the Cumulative Class Report, and the Cumulative Class Extract.
8. School Report - The School Report is a computerized printout produced by the SCDE. It is prepared from data submitted by the districts on the Cumulative Class Reports. The School Report may be a 45-Day or 135-Day report.

9. School Year - The normal/regular 180 day academic year.
10. Student - A pupil who attends a class under the programs listed in Part III below.

PART III - PROGRAMS UNDER THE STUDENT ACCOUNTABILITY SYSTEM

The following programs will be reported through the Student Accountability System:

1. Gifted and Talented Program
 - a. Academic
 - b. Artistic
2. Advanced Placement Program
3. Three and Four Year Old Early Childhood Program

PART IV - PowerSchool INTERFACE

Schools must ensure that the following items have been correctly completed for each student in PowerSchool in order to generate the required information for the Cumulative Class Report.

PowerSchool Field	PowerSchool Page
1. Last Name	General Demographics
2. First Name	General Demographics
3. Middle Name	General Demographics
4. Grade	Transfer Info
5. Gender	General Demographics
6. Enter Date	Transfer Info
7. Enter Code	Transfer Info
8. Include this Student in State Reporting	South Carolina State Information
9. Leave Date(s) *	Transfer Info
10. Leave Code(s) *	Transfer Info
11. EIA Code(s)	EFA/EIA Classification
12. EIA Date(s)	EFA/EIA Classification

* If applicable

Users should refer to the PowerSchool Basic Applications Training Guide for the mechanics of entering students. The PowerSchool Step-by-Step Guide for Running EFA and EIA Funding Reports should be referenced when entering EIA codes and dates.

The following state-defined enter codes are used in PowerSchool. Changes to these codes should not be made.

Code	Description
E	Eligible for funding
EEi	Ineligible for funding

The code EEi should be used for students who are not eligible for funding. They will be excluded from the following items for the time period the EEi enter code is in effect.

- Cumulative Class Report
- Cumulative Class List
- Cumulative Class Extract

Note: Students enrolled in 3 & 4 year old early childhood programs, either a full day or half day program, should be reported using an enter code of E.

Exit Codes

The following state defined leave codes are used in PowerSchool. Changes to these codes should not be made.

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
W34	Withdrawn/Charter School
W35	Deceased
W36	Dropout
W37	Reenrolled for Next School Year
W38	Adult Ed – Diploma Tracking
W39	Exceeded Max Age for Attendance

W40	Adult Ed – GED Tracking
EG	Early Graduate
NS	No Show (No Show/Never Enrolled)
GC	Grade Change in Same Year
P	Promoted (for end of year process)
R	Retained (for end of year process)

The Exit code W10 is reserved for intra-district transfers. Students coded with a W10 exit code will be excluded from the Cumulative Class List and Report. This reflects the South Carolina policy that if a student transfers to another school within the same district, the receiving school counts the student for EIA funding.

The Include Student in State Reporting indicator affects EIA reporting. The following codes are available in PowerSchool for this field. Changes to the available codes should not be made.

Code	Description
Yes	The student is considered for EIA reporting unless the student's enter code is EEI (ineligible for funding).
No	The student is not considered for EIA reporting.

PART V - INSTRUCTIONS FOR ASSIGNING EIA CLASSIFICATION CODES

EFA/EIA INITIALIZATION

At the beginning of the school year, the EFA/EIA initialization process should be run. This option is located within at Start Page> Reports> State Reports under the Miscellaneous section of the page. The Initialization process will delete any existing EIA codes for the current school year. This process should be run only once each year.

ENTERING EIA CODES

The EFA/EIA Classification page is accessed at Start Page > Student Selection > South Carolina State Information > EFA/EIA Classification and is used to record student EFA/EIA information. The EIA Code Entry tab is used to record EIA information for students. A student enrolled in a 3-year-old Pre-kindergarten program should be given an EIA code of EC3. A student enrolled in a 4-year-old Pre-kindergarten program should be given an EIA code of EC4.

EIA Code Entry

Test, Student PKThree -2 15544 TES1

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

EIA Codes

EIA 1: EC3 - 3 Year Olds ▼ EIA 2: ▼

EIA 3: ▼ EIA 4: ▼

EIA 5: ▼ EIA 6: ▼

EIA 7: ▼ EIA 8: ▼

EIA 9: ▼ EIA 10: ▼

EIA History

Start Date	Stop Date	EIA 1	EIA 2	EIA 3	EIA 4	EIA 5	EIA 6	EIA 7	EIA 8	EIA 9	EIA 10	GT Art Discipline	GT Academic Area
08/18/2016		EC3											

EIA CLASSIFICATION CODES

Students who are eligible and served under one or more of the EIA programs or subjects should have the appropriate code and entry date recorded in the EIA Code Entry page. The following codes are used in PowerSchool. Changes to these codes should not be made.

Code	Description
EC3*	3-Year Olds
EC4*	4-Year Olds

*These codes should be used for 3- and 4-year old students enrolled in either a full day or half day program.

PART VI - SPECIAL CONSIDERATIONS

- Students designated in grade pre-kindergarten (PK) should be enrolled with the appropriate enter code. These students must have an Early Childhood EIA code, either EC3 or EC4. In those cases where a PK student is eligible for EFA Hearing Handicapped (HH) or Visually Handicapped (VH) service, the school should enter the appropriate EFA classification code. A separate data manual is available for CDEPP student reporting.
- A student who has been enrolled into PowerSchool with an enter code of E and transfers from one school in the district to another school within the same district should be withdrawn with the W10 leave code. The student will not be counted in the Cumulative Class Report and will not appear on the Cumulative Class List of his first

school. This reflects the South Carolina policy that if a student transfers to another school within the same district, the receiving school counts the student for EIA funding.

3. A student who has been enrolled into PowerSchool with an enter code of E and transfers from one school in the district to another school outside of the district should be withdrawn with a leave code other than W10. The student will be counted in the Cumulative Class Report and will appear on the Cumulative Class List. This reflects the South Carolina policy that if a student transfers to another district, both districts count the student for EIA funding.
4. If a student receives instruction at a location other than his/her school of origin, that student will be reported as if having received the service at the school of origin rather than the site of instruction. For example, if a district conducts a consolidated G&T program comprised of three middle schools receiving instruction at a high school, the students must be reported from the middle schools instead of the high school.

PART VII - SUBMISSION OF EXTRACTS

The Cumulative Class Extract for the 45th day and 135th day will be submitted to SCDE by the District Technology Coordinator using the Enrich Data Collection tool. Users should submit questions about using the Enrich Data Collection tool by submitting an eServices ticket to the SCDE PowerSchool team.

When submitting extracts, schools must run the Data Verification Report for the Cumulative Class Extract and correct all errors before the Cumulative Class Extract can be created. Once the extract has been created, the district user must ensure the selection of the correct extract to be used for funding before submitting the extract to the SCDE.

The SCDE Office of Finance, will mail a printout of the District Summary Report and one copy of the School Report after the required reporting cycle has been completed. The district should retain the District Summary Report and the School Report. It is recommended that schools should verify the totals on the School Report to the Cumulative Class Report.

If errors are noted, the school should make corrections to the student information in PowerSchool and generate an error-free Data Verification Report for the Cumulative Class Extract. Districts may then submit another Cumulative Class Extract to the SCDE using Enrich Data Collection tool. The student count should not be reduced unless there is an error in counting or an ineligible student is counted.

The Cumulative Class Report may be reprinted from the Cumulative Class Extract by the district at Start Page> Reports> State Reports > SC09 Cum Class from Extract. The Cumulative Class Extract must be retained at the district once the extract has been submitted to the SCDE.

PART VIII - WHO SHOULD/SHOULD NOT BE COUNTED FOR FUNDING

The following information will explain who should or should not be counted under Student Accountability programs for funding.

- a. Students who entered the program after the 135th day of school will not be counted for funding.

PART IX - PRINCIPAL'S RESPONSIBILITIES

1. The principal must ensure that students who are reported under the above programs are eligible and served in accordance with the program policy and guidance.
2. The student's permanent record file must contain the supportive documents such as test scores and/or teacher's recommendation letter verifying eligibility for the student to attend class.
3. The principal should review all Cumulative Class Lists to ensure that no student is duplicated on the lists.

PART XII - DISTRICT SUPERINTENDENT'S RESPONSIBILITIES

1. The District Superintendent is responsible for ensuring that all programs are administered as outlined in the rules, regulations, and guidelines published by the State Board of Education and the SCDE as well as the current provisos and Permanent Provisions in the Appropriation Act.
2. After receiving all Cumulative Class Reports from school principals, the District Superintendent must review and approve the data for all schools before the Cumulative Class Extract is submitted to the SCDE.

PART XIII - RETENTION OF RECORDS AND AUDIT REQUIREMENTS

This section contains audit information for both Student Accountability and Membership and Attendance.

Schools and districts utilizing PowerSchool must maintain adequate backup and support documentation to allow for reconstruction and verification of data submitted to SCDE for the Pupil Accounting System and the Student Accountability System.

The entire PowerSchool directory at the district installation of PowerSchool must be backed up on the 180th day of school and at the completion of Summer School, if applicable. Proper identification of this backup is essential (i.e. school year, district number, date, etc.) If your district is selected for an audit, you must be able to provide a copy of this data backup to the Office of Finance, Auditing/EFA Section when requested. If audited, the Office of Finance, Auditing/EFA Section will provide you with instructions on how to provide this data to them. As a security measure, it is strongly urged that at least two copies of the

backup be made and be stored in separate locations.

The following printed documents must be retained for the 45th day and the 135th day in addition to the backup:

- Date Verification Report for Cumulative Class Extract
- Cumulative Class Report
- Cumulative Class List

In the event that the required documentation is lost, stolen, destroyed or otherwise unavailable for audit, reconstruction or regeneration of the records or reports to substantiate the school district's entitlement to state funds is the responsibility of school district personnel. Failure to follow these procedures may result in audit exceptions requiring the repayment of state education funds.