MEMORANDUM

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

FROM: Melanie Cooper  
Financial Services Manager, Office of Finance

DATE: March 20, 2020

RE: 135-day Data Collection Period Opens April 6th

By Executive Order of Governor McMaster, all South Carolina public schools are temporarily closed. This closure occurred before most districts in the state reached the 135th day of school. In an effort to ensure funding is appropriately updated for current enrollment, we will need to utilize a modified funding collection process.

The 135-day data collection will now open on April 6, 2020, with modified procedures. On April 6th, schools are to check the “in-session flag” on the school calendar for the days the school has been closed, per the Executive Order, and run the funding reports. All funding extracts must be properly reviewed, verified, and submitted by April 15th. After the April 15th submission date, return the flags to their unchecked status for the period schools are closed. Due to upcoming system modifications, we are unable to extend the final submission date. Thank you for your assistance as we work to get you the most accurate data for Education Finance Act (EFA) funding.

The following links are being provided to you for your 135-day student data reports:


The selection process for your individual school and district reports require the following steps in this order. Both report types default to 2019–20 and 135-day:

1. Report Type – Choose District – The Public Charter School 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; and
4. School – Select all – your district totals will also appear in this selection of reports at the end.

Follow the EFA/EIA Step-by-Step Guide for running funding reports in the link below.

https://ed.sc.gov/scdoe/assets/File/data/information-systems/power-school/StepbyStepGuideforRunningEFA-EIAFundingRptsOctober2016.docx

After reviewing the extract reports and confirming the data matches what is published on the Financial Services webpage in the links above, the district superintendent or designee must sign the PowerSchool extract reports and email them to Melanie Cooper, mcooper@ed.sc.gov by April, 15, 2020.

A few notes of importance:

- The deadline for ALL reviews is close of business **Wednesday, April 15, 2020**. This is a firm date so we can analyze data before updating EFA payments in May.

- Remember to transmit all four queries (SC EFA EIA Header; SC EFA EIA Extract; SC Add-on Weightings Header; and SC Add-on Weightings Extract) via the Enrich tool. Please ensure that your extracts are marked for state funding or they will not be processed.

- An updated file for Academic Assistance Add-on Weightings has been created. These files **MUST** be imported for accuracy in this funding stream, as it contains the most recent assessment results for students enrolled in your district. After importing these files into PowerSchool, remember to run the Add-on Weightings Update, create the extract, and then select for funding.

- Pupils in Poverty will be identified using the definition as stated in Proviso 1.3. PIP will be created using data elements from the following sources: District Child Nutrition Application, Socioeconomic Indicator, and PowerSchool Data Entry. **Please ensure your district has uploaded the November SEI file prior to running the Add-on Weightings Update and creating the extract.**

- Dual Credit (DUAL) weighting applies to students in grades 9-12 only.
Students eligible for Career and Technology Education weighting must be enrolled in an approved CTE course in the Activity Coding System Manual and in grades 9–12.

The 250-minute special education requirement has been waived. Any pupil with an Individualized Education Plan (IEP) in effect may receive the special education EFA weighting related to the IEP, regardless of the number of minutes of instruction.

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 EFA category and NOT the category in which it will roll up into for the EFA weighting. The SCDE Financial Portal will combine the number of days into the correct EFA classification for funding purposes.

Please carefully review all reports. You may notice that some schools do NOT have add-on weights reported. This could mean one of two things: (1) the extract has not been sent or (2) there are no students that appear in any of the add-on categories for that school. This would tend to be highly unusual.

The links provided above will be updated twice daily. As long as you continue to submit revised extracts between April 6, 2020, and April 15, 2020, you can go in and retrieve corrected reports.

If you have any questions, please email mcooper@ed.sc.gov or call 803-734-8135.