



STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

MEMORANDUM

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

FROM: Melanie Cooper
Financial Services Manager, Office of Finance

DATE: October 3, 2023

RE: 45-day Data Verification

The 45-day membership collection will open on **October 19, 2023, and close November 7, 2023**. The links provided below will update daily. You can submit revised extracts during the collection period and retrieve corrected reports.

[Student Data Membership Counts](#)

[Student Data Accountability Counts](#)

The selection process for your individual school and district reports require the following steps in this order. Both report types default to 2023-24 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.

Please follow the EFA/EIA Step-by-Step Guide for running funding reports in the link below. [Guide for Running 45 day and 135 day funding reports](#). Review the extract reports and confirm your district data matches the numbers listed on the Financial Services webpage using the *Student Data Membership Counts* and *Student Data Accountability Counts* links above. The District Superintendent or designee must sign the PowerSchool extract reports and email to Michael Scheele, mscheele@ed.sc.gov by **November 7, 2023**.

A few notes of importance:

- Submit PowerSchool funding extracts (SC EFA EIA Header; SC EFA EIA Extract; SC Add-on Weightings Header; SC Add-on Weightings Extract) via the Enrich Data Collection application. Please ensure that your extracts are marked for funding, or they will not be processed.
- 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 **September** SEI file prior to running the Add-on Weightings Update and creating the extract.
- Import the updated Academic Assistance file for Add-on Weightings into PowerSchool for accuracy in this funding stream, as it contains the most recent assessment results for students enrolled in your district. PowerSchool District Coordinators receive Academic Assistance files each October and March. After importing into PowerSchool, run the Add-on Weightings Update, create the extract, and then select for funding.
- 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 into the correct classification.
- 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.

If you have any questions, please email Melanie Cooper at mcooper@ed.sc.gov.

Pupil Classification Weightings

<u>Code</u>	<u>Description</u>	<u>Weighting</u>
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
V1	Vocational 1 (grades 9-12)	1.20
V2	Vocational 2 (grades 9-12)	1.20
V3	Vocational 3 (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