



STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

ELLEN E. WEAVER
STATE SUPERINTENDENT OF EDUCATION

MEMORANDUM

TO: Special Education Directors
Power School Coordinators

FROM: Dr. Jill Christmus
Interim Director, Office of Special Education Services

Dan Ralyea
Director, Office of Research and Data Analysis

DATE: February 7, 2023

RE: Employability Credential Issuance 2023 & Data Entry

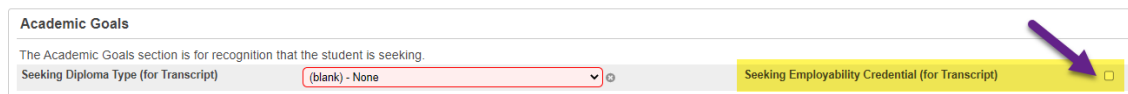
Four PowerSchool data entry items must be coded for issuance of the Employability Credential:

- By **March 1, 2023, at 4:00 p.m.**, two data entry items are needed for *all students on track to earn* the Employability Credential this year, including students who exit early, students exiting in the spring, and students exiting in the summer.
- Once students have earned the Employability Credential, two additional data entry items are needed by **June 15, 2023, at 4:00 p.m.** (or **August 1** for students earning the Employability Credential during the summer).

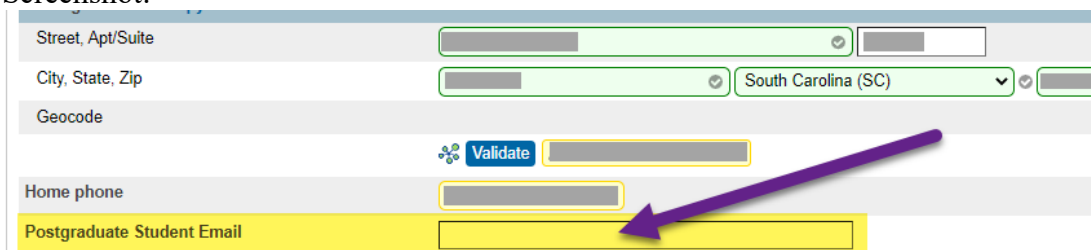
Special Education directors or coordinators (or designated staff) will need to ensure that the appropriate PowerSchool administrator(s) within the district know which students should be coded as seeking an Employability Credential.

The two data items that must be coded for students earning the Employability Credential by **March 1, 2023**, are as follows:

- "Seeking Employability Credential (for Transcript)" checkbox
 - **Deadline for checking this box for Employability Credential students: March 1, 2023, at 4:00 p.m.**
 - This is a new checkbox located on the SC Student Information page (Start Page > Student Selection > South Carolina State Information > SC Student Information).
 - Screenshot:



- The "Seeking Employability Credential (for Transcript)" checkbox must be checked for students who are seeking the Employability Credential, as well as those who have earned it.
 - Note: The "Seeking Diploma Type (for Transcript)" box may be populated with a value of *(blank) – None*. The red validation highlighting, if present, is indicating a validation from last year that will soon be updated.
- "Postgraduate Student Email"
 - **Deadline for populating this field for Employability Credential students: March 1, 2023, at 4:00 p.m.**
 - This is a field on the student's Demographics page in PowerSchool (Start Page > Student Selection > General Demographics).
 - Screenshot:



- The "Postgraduate Student Email" field must be populated with a valid email address that the student can access after exiting the high school.
 - Note: Please do not use the student's school/district email address, as such email addresses are often unavailable to students after they have exited high school. This email address will serve as a unique ID for the student, which is necessary for both paper and digital issuances, and it will enable the student to claim the credential digitally if desired.

The two data items that must be coded for students earning the Employability Credential by **June 15, 2023**, (or **August 1** for students earning the Employability Credential during the summer), are as follows:

- "Employability Credential Earned" checkbox
 - **Deadline for checking this box for Employability Credential students: June 15, 2023, at 4:00 p.m.** (or **August 1** for students earning the Employability Credential during the summer)
 - This is a new checkbox located on the SC Student Information page (Start Page > Student Selection > South Carolina State Information > SC Student Information).
 - Screenshot:

Earned

The Earned section is for recognition that the student has earned.

Diploma Earned ✓

Employability Credential Earned ☐

- "Employability Credential Date" checkbox
 - **Deadline for checking this box for Employability Credential students: June 15, 2023, at 4:00 p.m.** (or **August 1** for students earning the Employability Credential during the summer)
 - This is a new checkbox located on the SC Student Information page (Start Page > Student Selection > South Carolina State Information > SC Student Information).
 - Screenshot:

Earned

The Earned section is for recognition that the student has earned.

Diploma Earned ✓

Employability Credential Earned ☐

Employability Credential Date MM/DD/YYYY

- This field must be populated with the last day of instruction for the student.

For questions related to the Employability Credential, please contact Dr. Kim Watkins at kawatkins@ed.sc.gov. For questions regarding PowerSchool, please contact Wendy Stephens at wstephens@ed.sc.gov.