



STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

MOLLY M. SPEARMAN
STATE SUPERINTENDENT OF EDUCATION

MEMORANDUM

TO: District Superintendents
Principals
Accountability Leaders
Instructional Leaders
Technology Coordinators
PowerSchool Coordinators
School Counselors

FROM: Dan Ralyea
Director, Office of Research and Data Analysis

DATE: September 6, 2022

RE: PowerSchool Role-Based Certifications

The South Carolina Department of Education (SCDE) will fund online PowerSchool Role-Based Certification training for school staff members this year.

Purpose of Role-Based Certification Courses

The purpose of PowerSchool Role-Based Certification courses is to provide targeted training to school staff whose PowerSchool-related roles have an impact on day-to-day school operations, student data entry, school report card ratings, and district funding.

Who is eligible to take a course?

The initial purchase allows training for five school staff members *per district*. Front office staff, school counselors, teachers, school health care professionals, and principals are all encouraged to consider this learning opportunity. SCDE will purchase increased lot sizes to provide larger cohorts after feedback from this initial block of training.

Each course will span three workdays and include several hours of live, online training each day followed by a final exam for potential certification. Attendees will need a quiet area to focus on the course to pass the certification exam.

Full attendance each day of training and the completion of the certification exam are expected of each participant. PowerSchool will provide reports on attendance and exam completion to the SCDE, synopses of which will be posted to the SCDE website and delivered to school and district administration.

As the staff of a district meet the attendance and exam completion requirements, additional training seats will be awarded.

Which courses will be offered?

Beginning September 26, 2022, the following courses will be offered:

- PowerSchool SIS: Front Office Certification,
- PowerSchool SIS: School Counselor Certification,
- PowerSchool SIS: Certification-PowerTeacher Pro Gradebook for Teachers,
- PowerSchool SIS: Certification-Healthcare Professionals, and
- PowerSchool SIS: Principal Certification.

How to initiate staff sign-up for Role-Based Certification courses?

Step 1:

Please reserve spaces for five staff members by submitting this [form](#).

Step 2:

Each participant needs an active PowerSource account established by the District PowerSchool Administrator. Instructions around PowerSource account setup and course enrollment for the five participating staff will be provided to the District PowerSchool Administrator, who must ensure that each person is enrolled in the correct course. It is the responsibility of school and district administration to ensure participants meet the attendance and exam requirements.

For more information, please contact Dan Ralyea at dralyea@ed.sc.gov.