



SOUTH CAROLINA
STATE DEPARTMENT
OF EDUCATION

PowerSchool Data Collection Manual with Specific Fields Defined

South Carolina State Reporting

Updated for 2014-15

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Introduction

PowerSchool is the current student information system (SIS) provided to school districts by the SC Dept. of Education and is THE main source for STUDENT DATA collections. Student-level data are input, validated and maintained by local school districts. The data are then transferred (pushed from districts) electronically to the Department of Education via the SIS Web Extract and Export Tool (SWEET) during defined collection periods. The submitted “source” data are ultimately used to fulfill SC State and/or national data reporting mandates. Only data values that are needed for reporting purposes are included in the queries that the SCDE PowerSchool data team uses for data transferred.

Updates and changes for data fields, page layouts, data values for the 2014-15 school years are indicated in the **blue** font.

The PowerSchool Data Collection Manual and the PowerSchool South Carolina State Reporting Specific Fields guide have been separate documents providing district and school users the list of required fields containing data values necessary to report summary information to entities such as federal and state offices requiring such data for funding, school or district report cards, annual assessments, legislative requests, or other purposes specific to districts or schools. Beginning with the 2014-15 school year, these two documents are being combined into this single source for data collection purposes and will continue to be updated annually: PowerSchool Data Collection Manual with Specific Fields Defined, South Carolina State Reporting.

Included is the following information:

- Schedule of data collection periods for 2014-15
- SCDE office names and contact information
- 2014-15 collected data - usage information
- State specific fields requested for reporting through various offices within SCDE

When appropriate, information for each of the collected fields includes the following:

- Display field name, internal field name, and the table in which value is stored; for example, in the first entry below: “Course” is the display name; (Course_Number) is the internal field name; and [Courses(2)] is the table in which the data value is stored.
- Definition of the data value based on what information is needed by the content program
- Name for the contacts within SCDE offices so that you can direct your specific content questions to that person or office manager
- Description of how each field is to be used
- Reference to existing documentation about the field
- Valid value (s) for the field (s).

NOTE: For each PS page there will be a table listing the field names required to be populated, the office using the field and the first due date the field will be collected. The following special codes denote how particular data elements are used for required reporting of the student information:

- (HQ) = field is used to determine Highly Qualified Status for teachers
- *** = field is used for ESEA Waiver (AYP) or District Report Card
- ### = field is used for E-rate or Direct Certification

Fields in PowerSchool that require no state-specific explanation are not listed in this document. Refer to PowerSchool user guides or content documentation provided by offices within the agency for additional information on such fields. The PowerSchool pages in this manual are listed alphabetically for ease in locating both data fields and pages within the application.

The display names, internal field names, and tables in which data are stored are provided in this guide for your quick reference. Review/download the *South Carolina State Reporting Guide - PowerSchool Student Information System* and the *South Carolina State Reporting Data Dictionary 2014, PowerSchool Student Information System* for complete information for format, field length, short description and other technical details from PowerSource. You are encouraged to use this

online resource provided through Pearson School Systems:
<https://powersource.pearsonschools.com/home/main.action>).

Changes for 2014-15

The *Starting the New School Year Resources and Processes for PowerSchool (SC Specific) 2014-2015* (Updated August 29, 2014) guide stipulates the changes to SC PowerSchool this year and is posted on the SCDE website. Refer to that document for edits, updates, and new fields necessary to meet required changes.

SCDE Program Contacts

The following table includes abbreviation, personnel and office name changes for 2014-15:

Office Abbreviation	Office	Contact Name (s)	Contact Number
AS	Assessment Director: Elizabeth Jones	Dr. Imelda Go – Psychometrics - Precode Joe Saunders – Psychometrics - Precode	734-8534 737-4275
CT	Career & Technology Education Director: Susan Flanagan	Shawn Larrymore – Administration, Data Analysis	734-8450
EC	Instructional Practices and Evaluation Director: Dr. Briana Timmerman	Penny Danielson – Early Childhood Literacy	734-8251
EX	Special Education Services Director: John Payne	John Payne	734-2738
FN	Finance Chief Finance Officer: Mellanie Jinnette	Mellanie Jinnette	734-3605
FP	Federal and State Accountability Director: Roy Stehle	TBA– Federal Darlene Prevatt – State Linda Pace – Homeless Children Jennifer Almeda – Migrant Children Crystal Fields – ELDA/ Title III	734-8110 734-3131 734-6010 734-8219 734-8306
IP-E	Instructional Practices and Evaluation Director: Dr. Briana Timmerman	Lamont Moore -- Advanced Placement, IG, G&T Christine Beyer – Comprehensive Health & Physical Education	734-8046 734-2782
MC	Medicaid Services Director: Shelley McGeorge, PhD.	Quinton Harris – Special Needs Transportation	734-3698
NP	Nutrition Programs Director: Juanita Bowens-Seabrook,	Diane Gills – SCAPS Walter Caudle – Data Analysis	734-8205 734-4586
RDA	Research & Data Analysis Director: Paul Butler-Nalin, PhD.	Cynthia Hearn – Research Sylvia Sievers – Analytics & Reporting Lisa Woodard – Data Management	734-8269 734-8215 734-8573
SI	Student Intervention Services Director: Sabrina Moore, PhD.	Aveene Coleman – Dropouts, Truancy John Lane – At Risk Programs Sabrina Moore – IGP	734-3057 734-8125 734-8433\
ST	School Transformation Director: Jesulon Gibbs-Brown, PhD.	Donna Manning – Charter School Program Jennifer Green – Focus Schools	734-7213
TE	Federal and State Accountability Director: Roy Stehle	Deborah Larkin – Teacher Effectiveness (HQ)	734-3454

Office Abbreviation	Office	Contact Name (s)	Contact Number
TR	Student Transportation Director: Tim Camp	David Stagg – Application Analyst Dennis Meyers – State Routing Coordinator	734-8241 734-0447
VE	Virtual Education Director: Bradley Mitchell	Vicki Williams – Research/Planning Administrator	734-0016

All Enrollments Page

Information displayed on this page should reflect accurate PowerSchool student scheduling of classes (enrollment into sections) since data values for courses, enter and exit dates, and expressions are used for reports provided to federal agencies through the Office of Federal and State Accountability. Regulation R43-234 VII-D “Defined Program, Grades 9-12 and Graduation Requirements” stipulates the following for course records for students:

1. Each district superintendent must verify the accuracy of course records for students.
2. The name and code number of every course that each student takes must be entered into the student data collection system active master scheduler at the time the student takes the course.
3. Courses may not be added to the student’s course history (transcript) without first being entered into the scheduler.
4. Courses offered in nontraditional settings such as online courses, courses offered in conjunction with a college or technical college (i.e., dual credit), and courses offered by the school through the district, state, or another type of provider must be included in the active master scheduler.

Display Name: Fields Required to be Populated	Internal Field Name	First Due Date	Office Requesting Data
Course***	Course_Number	Sep	AS, RDA
Entered***	DateEnrolled	Sep	AS, RDA
Exited***	DateLeft	Sep	AS, RDA
Exp***	Expression	Sep	AS, RDA

Start Page → Student Selection → All Enrollments

Entered	Exited	Exp	Course	Teacher	View	Edit
12/01/2012	05/25/2013	3(A)	Computer Applications	Sullivan, Henrique J	View	Edit
12/01/2012	05/25/2013	1(B)	Health 11	Myers, Winston X	View	Edit
12/01/2012	05/25/2013	4(B)	Drawing and Design	Derringer, Malcom B	View	Edit
12/01/2012	05/25/2013	4(A)	Phys Ed 11	Potter, Justin Z	View	Edit
12/01/2012	05/25/2013	2(A-B)	Spanish 1	Carruthers, Elizabeth	View	Edit
05/28/2012	11/30/2012	4(A-B)	Geometry	Finton, Linda J	View	Edit
05/28/2012	11/30/2012	3(A)	Word Processing	Davis, Deborah W	View	Edit
05/28/2012	11/30/2012	2(A-B)	Chemistry 1	Dombeck, Bartolomeu E	View	Edit
05/28/2012	11/30/2012	1(B)	Weight Training	Sand, Victor E	View	Edit
05/28/2012	05/25/2013	1(A)	English 2	Mantezimbe, Yoruba	View	Edit
05/28/2012	05/25/2013	3(B)	Geography	Smith, Gerald R	View	Edit

<p>Course (Course_Number) [Courses(2)] [CC(4)]</p>	<p>The course number or code identifies the exact course or activity in which the student is enrolled. You must verify the accurate use for each course code against the information listed in the updated guide, <i>ACTIVITY CODING SYSTEM for the Student Information System</i> each year. The Activity Coding System includes the standardized codes for courses, instructional activities, and non-instructional activities used in the student information systems in South Carolina public schools. Furthermore, this system is the foundation on which course codes, class scheduling, and class sections are built. The system standardizes data that are collected</p>
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	<p>for federal and state funding and accountability purposes.</p> <p>The Student Information System (SIS) Eight-Character Activity/Course Code: In the student information system, eight characters are available for each instructional activity/course code. The first four characters of the SIS activity/course code will be the code you will find in the guide. The fifth and the sixth characters are district defined. The seventh character designates academic weight; and the eighth character, academic credit associated with the specific course code:</p> <ul style="list-style-type: none"> • One of three different characters will occupy the seventh position: either the alpha character that represents the academic tag for credit-bearing courses, or the numeric 0, or the digit that represents the special education activity instructional approach. • One of three different characters will occupy the eighth position. In that position will be either the alpha character that represents the unit tag for credit-bearing courses, or the numeric 0, or the digit representing a specific instructional area for the following types of self-contained classes: kindergarten, prekindergarten, multiage grouping, and special education. These classes are discussed below in the section “Core Academic Subjects.” <p>Although the SIS is not case sensitive (it will allow you to use upper- or lower-case characters in the seventh and eighth places), other data systems used by SCDE offices and divisions are. For this reason, you should continue to enter uppercase letters for academic and unit tags when adding an activity to your local database course files.</p>
<p>Course <i>(Course_Name)</i> <i>[Courses(2)]</i></p>	<p>The course name provides a short descriptive title for the course offering and is linked to the course number to identify the course or activity assigned to students. <u>If you edit this name, you have changed the course to a different offering.</u></p> <p>A student’s historical grades page will list the course code and title as it was during the year in which the student took this course. If the course name is changed and the number remains the same, the teacher/counselor assisting students with requests for the future year may think it is a different course and allow a student to request it again. If the objectives and/or curriculum are identical to those of the “old” course prior to a name change, the student could possibly get credit for retaking the same course under a different name.</p> <p>BE CAREFUL ABOUT CHANGING A COURSE NAME because it is linked to a course code! The Office of Federal and State Accountability will provide extended information for standard codes should you have questions.</p> <p>Note: Reference the Course Page in this document for information on Course Long Title.</p>
<p>Entered <i>(DateEnrolled)</i> <i>[CC(4)]</i></p>	<p>This date reflects the date the student was scheduled to begin taking the course or activity, historically or in the current year. This date should not precede the student’s EntryDate into the school.</p>
<p>Exited <i>(DateLeft)</i> <i>[CC(4)]</i></p>	<p>This date reflects the date the student completed or transferred out of the course or activity. Enter the first day the student’s enrollment is no longer effective.</p>
<p>Expression <i>(Expression)</i> <i>[CC(4)]</i></p>	<p>The expression indicates the period and day the course was offered to the student.</p>

Attendance Page

Review the *South Carolina PowerSchool Attendance Setup Guide* (<http://ed.sc.gov/agency/cio/Technical-Support-Services/Power-School-Administration/documents/attsetup.pdf>) for additional information.

Display Name: Fields Required to be Populated	Internal Field Name	Table	First Due Date	Office Requesting Data
Attendance Code	Att_Mode_Code	Attendance (157)	QDC1	AS, RDA
Attendance Code ID	Attendance_CodeID	Attendance (157)	QDC1	AS, RDA
Attendance Date	Att_Date	Attendance (157)	QDC1	AS, RDA
Calendar Day ID	Calendar_DayID	Attendance (157)	QDC1	AS, RDA
Period ID	PeriodID	Attendance (157)	QDC1	AS, RDA
Year ID	YearID	Attendance (157)	QDC1	AS, RDA
Stored internally; does not display	ID	Attendance(157)	QDC1	AS, RDA
Stored internally; does not display	CCID	Attendance(157)	QDC1	AS, RDA
Stored internally; does not display	Total_minutes	Attendance(157)	QDC1	AS, RDA

Daily Attendance

Start Page → Student Selection → Attendance

PowerSchool
 Welcome, Louise Amos | Help | Sign Out
 School: Longwood Early Childhood Center Term: 14-15 Quarter 1
 Start Page > Student Selection > Daily Attendance
Daily Attendance
 Amos, Sierra Beate - 11091 LECC
 Meeting | Daily
 Change Multiple Days
 8/18-8/22 8/25-8/29 9/1-9/5 9/8-9/12 9/15-9/19 9/22-9/26 9/29-10/3 10/6-10/10 10/13-10/17
 M T W H F M T W H F M T W H F M T W H F M T W H F M T W H F M T W H F
 Attendance Codes:
 =Present | E=Excused | T=Tardy | Z=Unexcused Tardy | U=Unexcused | A=Unverified | M=Medical | O=Out of School | W=Weather | V=Activity | H=Homebound | I=In School | K=Religious | P=Principal Approved | S=Saturday | B=Bereaved | F=Influenza-Like
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Meeting Attendance

Start Page → Student Selection → Attendance

Start Page > Student Selection > Meeting Attendance

Attendance

Average: Timothy Avery 11 10000 LHS

Meeting | Daily

Change Meeting Attendance

Course	Expression	7/1-7/5				7/8-7/12				7/15-7/19				7/22-7/26				7/29-8/2				8/5-8/9				8/12-8/16				8/19-8/23				8/26-8/30												
		M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F					
PE 2 Hyatt, Lynda Pelt Weight E: 07/01/2013 L: 01/16/2014	1(A) 1(B)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Spanish 2 Hinson, Maria B. 104 E: 07/01/2013 L: 01/16/2014	2(A) 2(B)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
English 11 Smith, Alice Ann E: 07/01/2013 L: 01/16/2014	3(A) 3(B)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Algebra III Rogers, Cynthia Hopkins 119 E: 07/01/2013 L: 01/16/2014	4(A) 4(B)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Homeroom 11 Daniels, Selina Alaina 115A E: 07/01/2013 L: 06/10/2014	5(A) 5(B)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Course	Expression	9/2-9/6				9/9-9/13				9/16-9/20				9/23-9/27				9/30-10/4				10/7-10/11				10/14-10/18				10/21-10/25																
		M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F										
PE 2 Hyatt, Lynda Pelt Weight E: 07/01/2013 L: 01/16/2014	1(A) 1(B)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-					

Attendance Codes Page

Display Name: Fields Required to be	Internal Field Name	Table	First Due Date	Office Requesting Data
Code***	Att_Code	Attendance_Code(156)	QDC1	RDA
Description***	Description	Attendance_Code(156)	QDC1	RDA
Presence***	Presence_Status_CD	Attendance_Code(156)	QDC1	RDA
Earns ADA Credit***	Calculate_ADA_YN	Attendance_Code(156)	QDC1	RDA
Points ***	Course_Credit_Points	Attendance_Code(156)	QDC1	RDA
Counts towards membership***	Calculate_ADM_YN	Attendance_Code(156)	QDC1	RDA

Start Page → School Setup → Attendance Codes → (Check each individual code)

Code	Description	Teachers Assign	Counts ADA	Presence
	Present	Yes	Yes	Present
A	WithAdmin		Yes	Present
B	Homebound		Yes	Absent
C	CollegeVis		Yes	Absent
D	Exc Tardy		Yes	Present
E	Excused		Yes	Absent
F	Influenza-Like		Yes	Absent

Start Page → School Setup → Attendance Codes → Edit Attendance Code

Label	Value
Code	
Description	Influenza-Like
Presence Status	<input type="radio"/> Present <input checked="" type="radio"/> Absent <input checked="" type="checkbox"/> Excused (Excused) <input type="checkbox"/> Tardy (Tardy) <input type="checkbox"/> Unexcused (Unexcused) <input type="checkbox"/> Unexc Tardy (Unexcused Tardy) <input type="checkbox"/> Unverified (Unverified) <input type="checkbox"/> School Act (School Activity)
Code Categories	
Points	0
Teacher can assign	No
This attendance code is considered in ADA calculations	<input checked="" type="checkbox"/>
This attendance code counts towards membership	<input checked="" type="checkbox"/>
Sort order for display	7

Note: The code you set up for 'Present' (usually just a blank) should be given a sort order of 1 and be listed first. This is necessary to allow PowerGrade to take attendance properly.

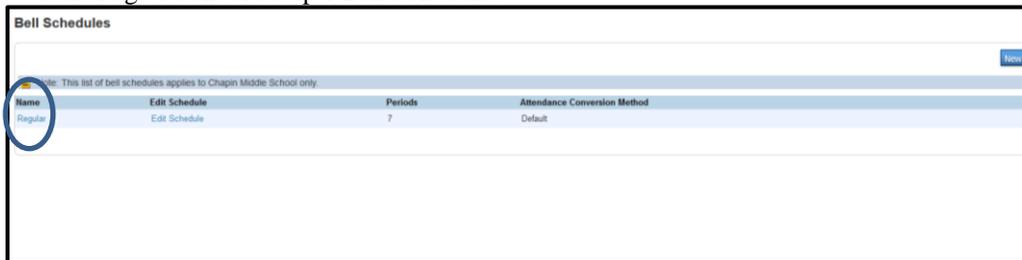
When assigning the single letter code, a single letter code should be a letter from A to Z, a digit from 0 to 9, or a blank (blank should be used to denote 'Present'). Do not use the same letter for two different accounts, thus "A" and "a" are equivalent.

Bell Schedules and Edit Bell Schedule Pages

Display Name: Fields Required to be Populated	Internal Field Name	Table	First Due Date	Office Requesting
Attendance Conversion Method***	Attendance_Conversion_ID	Bell_Schedule(133)	QDC1	RDA
Name***	Name	Bell_Schedule(133)	QDC1	RDA
Period [edit Bell Schedule]***	Period_ID	Bell_Schedule_Items(134)	QDC1	RDA
Start Time [edit Bell	Start_Time	Bell_Schedule_Items(134)	QDC1	RDA
End Time [edit Bell	End_Time	Bell_Schedule_Items(134)	QDC1	RDA
Default Time In [edit Bell	Daily_Time_In_Default	Bell_Schedule_Items(134)	QDC1	RDA
Default Time Out [edit Bell	Daily_Time_Out_Default	Bell_Schedule_Items(134)	QDC1	RDA
Counts for ADA [edit Bell	ADA_Code	Bell_Schedule_Items(134)	QDC1	RDA
Use for Daily Attendance [edit Bell Schedule]***	Daily_Attendance_Code	Bell_Schedule_Items(134)	QDC1	RDA
Stored internally; does not display	SchoolID	Bell_Schedule(133)	QDC1	RDA
Stored internally; does not display	Year_ID	Bell_Schedule(133)	QDC1	RDA
Stored internally; does not display	Bell_Schedule_ID	Bell_Schedule_Items(134)	QDC1	RDA
Stored internally; does not display	Minutes_Attended	Bell_Schedule_Items(134)	QDC1	RDA

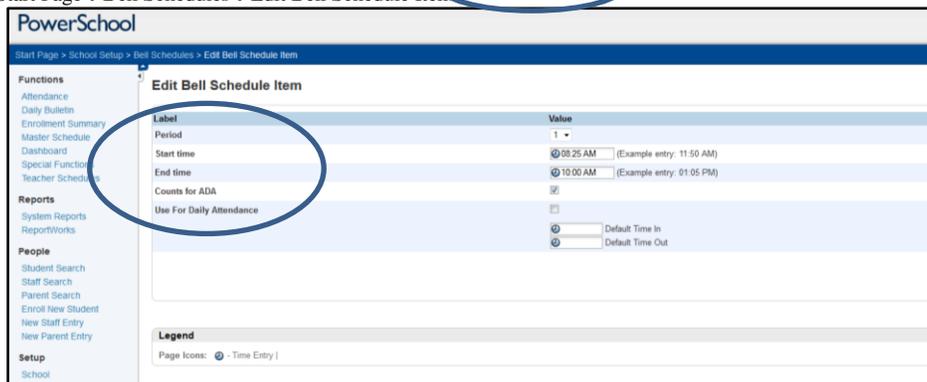
Bell Schedules Page

Start Page → School Setup → Bell Schedules



Edit Bell Schedule Page

Start Page → Bell Schedules → Edit Bell Schedule Item



Calendar Setup Page

Display Name: Fields Required to be	Internal Field Name	Table	First Due Date	Office Requesting Data
Date***	Date	Calendar_Day(51)	QDC1	RDA
Day***	Cycle_Day_ID	Calendar_Day(51)	QDC1	RDA
Schedule***	Bell_Schedule_ID	Calendar_Day(51)	QDC1	RDA
In Sess***	InSession	Calendar_Day(51)	QDC1	RDA
Memb Value***	MembershipValue	Calendar_Day(51)	QDC1	RDA
Type***	Type	Calendar_Day(51)	QDC1	RDA
Note	Note	Calendar_Day(51)	QDC1	RDA

Start Page → School Setup → Calendar Setup → (YEAR)

Start Page > School Setup > Calendar Setup - 2014-2015

Calendar Setup - 2014-2015

August 2014
8/14 9/14 10/14 11/14 12/14 1/15 2/15 3/15 4/15 5/15 6/15

Date	Day	Schedule	Tracks						In Sess	Memb Value	Type	Note
			A	B	C	D	E	F				
Mon, Aug 18	▼	▼	<input checked="" type="checkbox"/>	1	▼							
Tue, Aug 19	▼	▼	<input checked="" type="checkbox"/>	1	▼							
Wed, Aug 20	▼	▼	<input checked="" type="checkbox"/>	1	▼							
Thu, Aug 21	▼	▼	<input checked="" type="checkbox"/>	1	▼							
Fri, Aug 22	▼	▼	<input checked="" type="checkbox"/>	1	▼							
Sat, Aug 23	▼	▼	<input type="checkbox"/>	0	▼							
Sun, Aug 24	▼	▼	<input type="checkbox"/>	0	▼							
Mon, Aug 25	▼	▼	<input checked="" type="checkbox"/>	1	▼							
Tue, Aug 26	▼	▼	<input checked="" type="checkbox"/>	1	▼							
Wed, Aug 27	▼	▼	<input checked="" type="checkbox"/>	1	▼							
Thu, Aug 28	▼	▼	<input checked="" type="checkbox"/>	1	▼							
Fri, Aug 29	▼	▼	<input checked="" type="checkbox"/>	1	▼							
Sat, Aug 30	▼	▼	<input type="checkbox"/>	0	▼							
Sun, Aug 31	▼	▼	<input type="checkbox"/>	0	▼							

Verify # of school days in the current term.
Set up calendar days according to a pattern.

[Submit](#)

CATE Page (SC Career & Technology Educ. Data Entry)

The Office of Career and Technology requests these fields for reporting purposes:

Display Name: Fields Required to be Populated	Internal Field Name	First Due Date	Office Requesting Data
CATE Concentrator	SC_CATE_ConcetrInd	QDC4 Only	CT
CATE Placement Code	SC_CATE_PlaceLevelCode	April	CT
Custom/Cross-Cluster CIP Code (Approval Required)	SC_CATE_Special_CIPCode	QDC4 Only	CT
Certification 1 - 10	SC_CATE_Cert1-	QDC4 Only	CT
CIP Code	SC_CATE_CIPcode	QDC4 Only	CT
Completer	SC_CATE_CompleterInd	QDC4 Only	CT
Displaced Homemaker	SC_CATE_DisplHomeMakerInd	QDC4 Only	CT
Exceptions	SC_CATE_ExceptionsCode	QDC4 Only	CT
Remote School Number	SC_CATE_RemoteSchCode	QDC4 Only	CT
Single Parent	SC_CATE_SingleParentInd	QDC4 Only	CT
Completion Year	SC_CATE_YrCompleted	QDC4 Only	CT

Start Page → Student Selection → South Carolina State Information → CATE

Reference the latest documentation for important fields at this website: [CATE Data Collection and Reporting, http://ed.sc.gov/agency/programs-services/152/](http://ed.sc.gov/agency/programs-services/152/). For all CATE fields listed below, your contact is Ms. Shawn Larrymore – E-mail: smlarrym@ed.sc.gov and Tel: 803-734-8450.

The following are CIP Code Changes and New CIP Codes for 2014-2015 in the updated SC State Reporting release:
CIP Code Program Title Change

120402 – Barber/Master Hair Care

New CIP Codes to be added

- 120409 – Esthetics
- 310505 – Sports Medicine
- 519999 – EMS

The following are Certification 1, Certification 2, through Certification10 Changes/Additions:

Certification Title Changes

- 39 – South Carolina Cosmetology License
- A10 – WISE-Financial Literacy Certification Program (FLCP)
- A14 – Skills, Tasks, and Results Training (START) Certification
- A28 – South Carolina Esthetician

New Certifications to be added

- A30 - Financial Literacy
- A31 - Digital Literacy
- A32 - MOS: Microsoft Office Word 2013
- A33 - MOS: Microsoft Office Excel 2013
- A34 - MOS: Microsoft Office PowerPoint 2013
- A35 - MOS: Microsoft Office Outlook 2013
- A36 - MOS: Microsoft Office Access 2013
- A37 - MOS: Microsoft Office SharePoint 2013
- A38 - MOS: Microsoft Office OneNote 2013
- A39 – Adobe Certified Associate–Print & Digital Media Publication with Adobe InDesign
- A40 - Adobe Certified Associate - Graphic Design & Illustration with Adobe Illustrator
- A41 - TestOut Security Pro Certification
- A42 - South Carolina Master Hair Care License
- A43 - ACF Retail Commercial Baking Assessment
- A44 - CSWA- SolidWorks Associate Certification
- A45 - RCA-Basic Principles for Construction
- A46 - RCA-Electrical Principles
- A47 - RCA-House Wiring
- A48 - RCA-Electrical Wiring
- A49 - Cooking and Baking Exam
- A50 - Heads Up: Concussion in Youth Sports
- A51 - Paid Feeding Assistants
- A52 - CompTIA Security+ Certification
- A53 - Systems Security Certified Practitioner - SSCP from (ISC)²®
- A54 - Autodesk User Certification for Maya

<p>Single Parent (SC_CATE_SingleParentInd) [Students(1)]</p>	<p>The term “single parent” refers to a student: either a pregnant female student who is unmarried or a male or female student who is unmarried or legally separated from a spouse and has a minor child or children of whom he or she has either full custody or joint custody.</p> <p>From the dropdown selections, choose Y (Yes), if applicable. You may change from the default of blank to N (No) to ensure the student record has been verified or simply leave the field blank to indicate not applicable. The dropdown choices are listed as the following:</p>
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	<ul style="list-style-type: none"> • blank = blank [default] • Y = Yes • N = No
<p>Displaced Homemaker (SC_CATE_DisplHomeMakerInd) [Students(1)]</p>	<p>The term “displaced homemaker” refers to an individual who has worked primarily without remuneration to care for a home and family and for that reason has diminished marketable skills, who has been dependent on the income of another family member but is no longer supported by that income, or who is a parent whose youngest dependent child will become ineligible to receive assistance under Part A of Title IV of the Social Security Act within two years after the date on which the parent applies for assistance under this title and who is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.</p> <p>If applicable, select Y for Yes; otherwise leave blank or select N for No from the dropdown choices listed as follows:</p> <ul style="list-style-type: none"> • blank = blank [default] • Y = Yes • N = No
<p>Exceptions (SC_CATE_ExceptionsCode) [Students(1)]</p> <p>SEE NOTE</p>	<p>Data are to be entered on an annual basis for all students for Perkins accountability indicators and report card measures. Enter I if the student has an IEP (individualized education program) indicating:</p> <ul style="list-style-type: none"> • The student will not complete the requirements needed to obtain a South Carolina High School Diploma. <p>AND/OR</p> <ul style="list-style-type: none"> • All of the core standards for a specified CATE course/program will not be taught (i.e., mastery of only a portion of the core standards in a program is appropriate for the student). <p>Use the exception code I exclusively for any student whose IEP indicates one or both of the above conditions. Many students with IEPs do receive the instruction necessary to complete the core CATE course standards and the requirements for a South Carolina High School Diploma/Certificate, and these students should not be coded as “I.”</p> <p>Enter W if the student withdrew from the CATE program or from the school during the school year.</p> <p>The dropdown choices are listed as the following:</p> <ul style="list-style-type: none"> • blank = blank [default] • I = IEP • W = Withdrawn <p>Note: Values should be deleted from this field before the new school year begins to ensure current data are entered.</p>
<p>Diploma Earned (SC_DiplomaEarnCode) [Students(1)]</p> <p>New Drop-down values, 2014-15</p>	<p>Districts will enter the “Diploma Earned” data on the Student Supplemental page in PowerSchool and selection will populate the “Diploma Earned” field on the CATE page which is grayed out indicating “View Only” mode.</p> <p>Data must be entered in the Diploma Earned field for all twelfth-grade students.</p> <p>The data for each student will be used to assess the school’s and district’s performance for the Perkins accountability indicators and the career center report card measure for high school graduation. Indicate in this field whether each twelfth-grade student met the criteria for receiving a South Carolina high school diploma.</p> <p>For a student to receive a SC state high school diploma, the student must complete a minimum of twenty-four units of credit as prescribed.</p> <p>Note: For any twelfth-grade student whose Diploma Earned field is left blank and</p>

	<p>who meets all graduation requirements during the summer and receives a South Carolina high school diploma prior to the next school year, the school administrator may change the entry code to the appropriate code of F – State of SC Diploma (or H – State of SC Certificate for years <u>prior to the beginning of school year 2014-15</u>) and send a notification letter to the Office of Career and Technology Education by September 1. The notification should include the student’s name, State ID, and a request to update the Diploma Earned field.</p> <p>REMEMBER: From the Student Supplemental tab (State/Province – SC page), you select the appropriate Diploma Earned status for your students, and the link will automatically update the View Only status on the CATE page.</p> <ul style="list-style-type: none"> • Blank – None [default] • F – State of SC Diploma • N – District non-diploma award • X – Did not meet requirements to graduate
<p>CATE Concentrator (<i>SC_CATE_ConcncntrInd</i>) [<i>Students(1)</i>]</p>	<p>A CATE Concentrator is a secondary student with an assigned CIP code who has earned 3 Carnegie units of credit in a state-recognized CATE program. A state-recognized CATE program must be composed of an approved sequence of career and technology education courses leading to a career goal and must include a minimum of 4 Carnegie units of credit.</p> <p>If applicable, select Y for Yes; otherwise leave blank or select N for No from the dropdown choices listed as follows:</p> <ul style="list-style-type: none"> • blank = blank [default] • Y = Yes • N = No
<p>CIP code (<i>SC_CATE_CIPcode</i>) [<i>Students(1)</i>]</p> <p>Note CIP code changes and new CIP codes listed above for 2014-2015 year.</p>	<p>From the drop-down box select the appropriate <u>six-digit CIP code</u>.</p> <p>The Classification of Instructional Programs (CIP) codes designate the specific CATE programs and are used for federal reporting and for assessing the federal Perkins accountability indicators. Every student identified as a CATE Concentrator must be assigned a CIP code approved by the OCTE.</p> <ul style="list-style-type: none"> • Only assign a CIP code to designate the state-recognized CATE program in which a CATE Concentrator (defined above) earned at least 3 units. The local CATE program represented by the CIP code on the CATE page must offer a sequence of approved courses that provides the opportunity for students to complete a minimum of 4 units. (See CATE Programs: <i>CATE Student Reporting Procedures Guide</i>, CIP Codes and Courses in Appendix C, pages 60-84, and see pages 6-7 and 46 for the process for approval of Custom/Cross-Cluster CIP Codes.) • If a student is a CATE Concentrator in two state-recognized CATE programs, enter the CIP code/CATE program on the basis of the student’s post-graduation plans. • Do not use the CIP Code field for any purpose other than to designate a state-recognized CATE program that offers students the approved sequence of CATE courses required to complete a minimum of 4 units.
<p>Custom/Cross-Cluster CIP Code (Approval Required) (<i>SC_CATE_Special_CIPCode</i>) [<i>Students(1)</i>]</p>	<p>Enter the six-digit CIP code <u>received through SCDE approval</u>.</p> <p>The intent for requesting Custom/Cross-Cluster Program Approval is for a program which is designed to specifically match a student’s career goals if those goals do not fall within any of the current CATE approved programs. Such</p>

	<p>customizing may even involve allowing a student to select related courses from different CATE cluster areas.</p> <p>Several criteria to remember when making a request for a CATE Custom/Cross-Cluster CIP code:</p> <ul style="list-style-type: none"> Local businesses, advisory committees, and school district/career center personnel should be consulted when a customized program for a student is being determined. Each course in a customized program must include contextual learning. Student has earned or will earn the third unit of the designed program before submitting request. <p>Custom Program - These CIP codes are used to identify a student who has been identified as a concentrator in CATE courses within a cluster</p> <p>Cross-Cluster Program - These CIP codes are used to identify a student who has been identified as a concentrator in CATE courses across two or more cluster areas.</p>																		
<p>Completer (SC_CATE_CompleterInd) [Students(1)]</p>	<p>A Completer is a CATE concentrator who has earned all of the required units in a state-recognized CATE program identified by the assigned CIP code.</p> <p>If applicable, select Y for Yes; otherwise leave blank or select N for No from the dropdown choices listed as follows:</p> <ul style="list-style-type: none"> blank = blank [default] Y = Yes N = No <p>Note: A CATE concentrator pursuing a 4-unit CATE program would be designated a Completer when the 4th unit is earned. A CATE concentrator pursuing a CATE program offering 6 units would be designated a Completer when the 6th unit is earned.</p>																		
<p>Completion Year (SC_CATE_YrCompleted) [Students(1)]</p> <p>Note changes for 2013-14.</p>	<p>Enter the appropriate semester and year.</p> <p>The Completion Year field will indicate the semester and the year in which the student completed the required units in a state-recognized CATE program:</p> <ul style="list-style-type: none"> FA = Fall SP = Spring 11-19 = 2-digit Calendar Year <p>For school year 2014-15 the entry would be FA14 if the student completed in the fall of 2014 or SP15 if the student completed in the spring of 2015.</p> <p>The values for the Completion Year dropdown box are as follows:</p> <table border="1" data-bbox="683 1430 1343 1623"> <tr> <td>Blank (default)</td> <td>SP14</td> <td>SP17</td> </tr> <tr> <td>FA11</td> <td>FA14</td> <td>FA17</td> </tr> <tr> <td>SP12</td> <td>SP15</td> <td>SP18</td> </tr> <tr> <td>FA12</td> <td>FA15</td> <td>FA18</td> </tr> <tr> <td>SP13</td> <td>SP16</td> <td>SP19</td> </tr> <tr> <td>FA13</td> <td>FA16</td> <td></td> </tr> </table>	Blank (default)	SP14	SP17	FA11	FA14	FA17	SP12	SP15	SP18	FA12	FA15	FA18	SP13	SP16	SP19	FA13	FA16	
Blank (default)	SP14	SP17																	
FA11	FA14	FA17																	
SP12	SP15	SP18																	
FA12	FA15	FA18																	
SP13	SP16	SP19																	
FA13	FA16																		
<p>Remote School Number (SC_CATE_RemoteSchCode) [Students(1)]</p>	<p>Enter the seven-digit SIDN (school identification number, sometimes referred to as the BEDS code).</p> <p>The Remote School Number field specifies the location where the CATE program is offered. An entry should be made in this field only if the program is offered at a location other than the student's high school. This entry will identify the other high school or the career center that offers the particular program.</p> <p>Note: Leave this field blank if the program is offered at the student's home high</p>																		

	<p>school.</p> <p>Example: Jane Doe is a student at ABC High School (school SIDN – 0102003) and attends DEF Career and Technology Center (school SIDN – 0102995) where she is concentrating in the Culinary Arts program. On the CATE Page for Jane Doe who has been designated as a CATE Concentrator and assigned the CIP Code 520905, the Remote School Number field would be an entry of 0102995.</p> <p>Note: You must designate the District Where Taught and School Where Taught when a student takes a CATE course at a location other than his or her home school. See the SECTIONS page.</p>
<p>Certification 1-10 (SC_CATE_Cert1) (SC_CATE_Cert2) ... (SC_CATE_Cert10) [Students(1)]</p> <p>Note changes listed above.</p>	<p>Provide certification information for your CATE students by selecting the appropriate certification(s) in the drop-down box on the CATE Page. You can find the listings and definitions in your <i>CATE Student Reporting Procedures Guide</i> on the web page for The Office of Career and Technology.</p>
<p>CATE Placement Code (SC_CATE_PlaceLevelCode) [Students(1)]</p>	<p>Select from the drop-down box the appropriate CATE placement code:</p> <ul style="list-style-type: none"> • A – Employed, Related • B – Employed, Unrelated • C – Continuing Education or Postsecondary Education • D – Military • E – Unemployed or Not Seeking Employment • F – Not Available for Placement (Status Unknown, Deceased, Incarcerated, or Medical Disability) • G – Still in High School <p>School districts and career centers are required by South Carolina law (S.C. Code Ann. § 59-53-1960) and by State Board of Education Regulation 43-234 to survey their CATE completers ten months after graduation to determine their placement status with regard to employment, postsecondary education, or military service. A record of the responses to this survey must be maintained by the districts/career centers for a period of three years. The survey records should contain sufficient information to allow for the verification of all reported placements.</p> <p>NOTE: In order to be available for placement, students must be program completers and must have graduated.</p>

CATE Placement Information Necessary for Verification – SCDE does not collect the values for these fields:

<p>Placement Employer (SC_CATE_PlaceEmployer) [Students(1)]</p>	<p>Enter the name of the company (35-character limit) where the student was placed after graduation.</p>
<p>Placement Phone (SC_CATE_PlacePhone) [Students(1)]</p>	<p>Enter the phone number (15-character limit) of the student’s employer.</p>

If you need to verify additional placement information, reference your *CATE Student Reporting Procedures Guide* on the web page for the Office of Career and Technology.

Placement data are used to assess the placement indicator required by Perkins IV and the career center report card measure for placement. As mandated in Section 59-53-1960 of the Code of Laws of South Carolina, to continue existing work force preparation programs, other than career and technology agriculture, fifty percent of the graduates available for placement must be placed during the prior three years in the area for which training was

provided. The placement data reported each school year is compiled with the data reported for the previous two years to obtain the average placement rate over the three-year period.

Students must be advised prior to enrollment in a work force preparation program of the possible discontinuation of the program and of the employment outlook for program graduates. Students enrolling in CATE programs that are not preparatory for employment must be clearly advised of this fact by the school district.

Courses Page

State Board Regulation 43-234 (Effective Date 6/28/2013) requires the following for course records for students:

1. Each district superintendent must verify the accuracy of course records for students.
2. The name and code number of every course that each student takes must be entered into the student data collection system (SIS) active master scheduler at the time the student takes the course.
3. Courses MAY NOT be added to the student’s course history (transcript) without first being entered into the scheduler. The exception for this regulation is for students who have transferred in from another school or district – their completed coursework must be entered directly in to their course history page using the transcript provided from the previous school.

Display Name: Fields Required to be Populated	Internal Field Name	First Due Date	Office Requesting Data
Course Name*** (Short Title)	Course_Name	QDC1	RDA, TE
Course Number*** (HQ)	Course_Number	QDC1	RDA, TE
Credit Hours***	Credit_Hours	QDC1	AS, RDA
Credit Type (s)***	CreditType	QDC1	AS, RDA
Department***	Sched_Department	QDC1	AS, RDA
Exclude From Attendance***	Exclude_ADA	QDC1	AS, RDA
GPA Added Value Points***	GPA_AddedValue	QDC1	AS, RDA
Course Name - Long Title***	SC_CrsLongTitle	QDC1	AS, RDA
Prerequisite Courses	Prerequisites	QDC1	AS, RDA

***These data are required for reporting Highly Qualified information through the Office of Teacher Effectiveness; however, there are other PS fields not listed that are required for scheduling students into their sections (classes) by term for each year.

Edit Course District Information

Start Page > District Setup > Courses > Edit Course District Information

SC Student Data Collection COMBO Guide, September 2014-15

(HQ) – Highly Qualified Status for teachers
 *** – AYP or District Report Card
 ### – E-rate or Direct Certification

or

Edit Course School Information

Start Page > School Setup > Courses > Edit Course District Information

The screenshot shows the PowerSchool interface for editing course district information. The main content area is titled "Edit Course District Information - English 9 (301102CW)". The "Fees" tab is selected, displaying a table with columns for "Label" and "Value". Below this, there are several sections for configuring course details, including "SC Additional Course Information" with fields for "Long Title", "Fee 1", "Fee 2", "Alternate Course Number", "Credit Hours", and "String key was not found?". There are also checkboxes for "Vocational Class" and "Program for All Sections". A "Credit Type" dropdown is set to "HSA". The "Default Maximum Enrollment" is set to 0. The "Department" field is empty, and there is an "Accounts" button. The "Subject Area" and "Course Notes" fields are also present. At the bottom, there are checkboxes for "Exclude From Attendance", "Exclude From Storing Final Grades", "GPA Scale" (set to "College Prep Grade Scale"), "GPA Added Value Points" (set to 0), and "Exclude from GPA?". There are also checkboxes for "Exclude from Class Rank?", "Exclude from Honor Roll?", "Use The Course For Lunch", and "Exclude On Report Cards/Transcripts". The "Post Secondary Modifier" section includes checkboxes for "College Credit by Competency Articulation", "Dual Credit: Check Local Articulation Agreements", "College Credit by Exam Available", "College Credit through National Certification Available", and "Statewide University Transfer Agreement".

Course Name* – Short Title**
Course_Name
[Courses(2)]

The original activity coding system described in the 1990 *Basic Educational Data System Activity Coding System Manual* remains the basic method of codification for the state’s student information system for PowerSchool.

The activity codes generated through this system and specified in the Activity Codes Manual are used in several programs and for all reporting related to specific courses, scheduling, sections, and classes related to the state’s public schools. When course titles change, courses are deactivated, or new courses are created, those changes will have an impact on those programs and reports.

Think carefully prior to making any Course Name changes for any courses (local board) as this is not best practice if you wish to compare data longitudinally.

Note: Changing the name of a course (short title) will not change historical grade records for students who have completed their coursework for the past year(s).

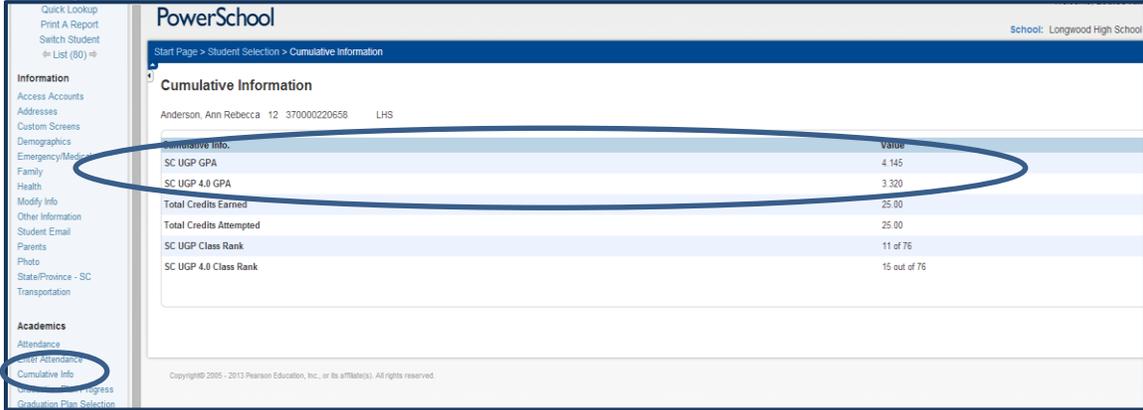
<p>Course Number*** (Course_Number) [Courses(2)]</p>	<p>You should activate courses as needed for each year’s set of requests/offerings. Course codes you add must follow the guidelines of the <i>Activity Coding Manual</i> that is posted on the Office of Accreditation’s web page. It is the responsibility of each district to ensure the current course codes and course names are used to schedule students’ classes each year so that student transcripts reflect the standard course offerings approved by the SC Department of Education.</p> <p>Checking the district’s course database against the standard codes/names will ensure accurate matches for each teacher’s current classes for the purpose of verifying the teacher's highly qualified status through the Office of Teacher Effectiveness.</p> <p>Refer to the most current PowerSchool Basic Scheduling Training Guide appropriate for your PS version for instructions on adding or activating a course.</p>
<p>Course Name – Long Title (SC_CrsLongTitle) [Courses(2)]</p>	<p>This is a <u>custom field</u> provided as a reference from the previous SASI long course title. You may change this title at the discretion of the district with no repercussion to your historical grade/course data. Many districts use the same title for the course or activity in both the Short Title and Long Title fields. Ensure the internal field name for this Course Name – Long Title is accurate for your use.</p>
<p>Credit Hours*** (Credit_Hours) [Courses(2)]</p>	<p>The number of credits allowed per course is dependent upon several factors. Review the appropriate regulations for the proper credits for each course offering through your district:</p> <p>Title of Regulation: Regulation No.: 43-259 GRADUATION REQUIREMENTS</p>

Credit Type*** <i>(CreditType)</i> <i>[Courses(2)]</i>	<p>Credit Types allow courses to be grouped together, and each course can be associated with one or more credit types. Listed below are credit types specific to South Carolina schools (primarily for high school courses) for both subject and grade levels:</p> <ul style="list-style-type: none"> • A – English/Language Arts • C – Mathematics • E – Science • H – US History and Constitution • J – Economics • K – US Government • L – Other Social Studies • P – Physical Ed or Jr ROTC • R – Computer Science – Keyboard • T – Foreign Language or CATE • X – Electives • ES – Elementary School • MS – Middle School • HS – High School <p>Note: The “HS” credit type is very important for IGP display/reports and Graduation Planner/Sets, <u>and the order and format for entering the credit type list impacts how courses display or do not display on reports.</u> For example, if a math course meets several graduation requirements, you would indicate this by entering more than one credit type for that course: a course unit could count for math or science or an elective, depending on the student’s career path.</p> <p>For such a course, you would input HS,C,E,X or C,E,X,HS in the credit type field on the specific math course page. You should then consistently follow the same format and order for the credit type for each course. It is important to note that when entering the credit types for each course, you need to ensure they are comma delimited with NO SPACES if you enter multiple credit types. “HS” can be <u>first for each course</u> or <u>last for each course</u>; however, you would list the credit type based on the actual graduation requirement order.</p> <p>In this example, the system would first determine if the student had completed math requirements (C) for graduation; if not met, the course would be considered for a math credit. If math requirements were met, then the system would determine if the student had completed science (E) requirements; and third, if both math and science were met, the system would indicate the course met elective (X) requirements.</p> <p>Note: for more information on credit types for SC courses and activities, review <i>SCDE PowerSchool Tech Note #25, November 2010 Update.</i></p>
Department <i>(Sched_Department)</i> <i>[Courses(2)]</i>	<p>Indicate the subject area for courses; i.e., English, math, science as grouped by your school or district.</p>
Exclude From Attendance*** <i>(Exclude_ADA)</i> <i>[Courses(2)]</i>	<p>Indicate in which courses/activities students should be excluded from attendance counts.</p>
GPA Added Value Points*** <i>(GPA_AddedValue)</i> <i>[Courses(2)]</i> DO NOT USE	<p>SC schools do not use added value points; the Uniform Grading Policy provides the tables for points by course types: college prep (C) honors (H), advanced placement (A), dual credit (E), IB (I) as indicated by the seventh character in the course code.</p>
Prerequisite Courses*** <i>(Prerequisites)</i> <i>[Courses(2)]</i>	<p>Identify which courses students must take before enrolling in other courses; i.e., a student should take and complete English I prior to enrolling/taking English II.</p>

Cumulative Information Page

Display Name: Fields Required to be Populated	Internal Field Name	First Due Date	Office Requesting Data
Cumulative Weighted GPA	Cumulative_GPA	QDC1	RDA, FP, VE

Start Page > Student Selection > Cumulative Information



<p>Cumulative Weighted GPA (Cumulative_GPA) [Students(1)]</p>	<p>You must use the South Carolina Uniform Grading Policy Grade Point Average (SC UGP GPA) as defined during the installation of PowerSchool in our districts and schools. The SCDE Weighted GPA Definition is configured to follow the SC Uniform Grading Policy that was implemented in 2007-08 and continues through the current year.</p> <p>Verify you have the appropriate weighted methods, formulas, and labels in place:</p> <ul style="list-style-type: none"> • SC_4.0 – unweighted • SC_UGP_GPA – weighted <p>Note: The labels on the transcript provided for SC state scholarship determination must follow the standard nomenclature: SC UGP GPA and SC 4.0; SC colleges and universities look carefully for consistent use of the standard transcript templates issued through SCDE specifically for this purpose.</p>
<p>SC_4.0</p>	<p>The SC_4.0_Unweighted GPA uses the 4.0 College grade scale. This calculation provides the grade point average most requested by colleges and out-of-state scholarship-funding entities. Both SC UGP and SC 4.0 GPA's should appear on the college transcripts for students applying to any colleges.</p> $\text{trunc}((\text{gpa_sum}(\text{gpa_gpapoints}()*\text{gpa_potentialcredit}())/ \text{sum}(\text{gpa_potentialcredit}())),3)$
<p>SC_UGP_GPA</p>	<p>The calculation based on SC Uniform Grading Policy, updated 2007, uses the grade tables for AP/IB/DC/Honors/College Prep Courses.</p> $\text{trunc}((\text{gpa_sum}(\text{gpa_gpapoints}()*\text{gpa_potentialcredit}())/ \text{sum}(\text{gpa_potentialcredit}())),3)$

Cycle Day Page

Display Name: Fields Required to be Populated	Internal Field Name	First Due Date	Office Requesting Data
Stored internally; does not display	SchoolID	QDC1	AS, RDA
Stored internally; does not display	Year_ID	QDC1	AS, RDA
Day Abbreviation***	Abbreviation	QDC1	AS, RDA
Day Name***	Day_Name	QDC1	AS, RDA
Day Letter***	Letter	QDC1	AS, RDA

Start Page → School Setup → Days → Cycle Days → Edit Cycle Day

Day Letter (Letter) [Cycle_Day(135)]	Enter the letter assigned to represent the day.
Day Abbreviation (Abbreviation) [Cycle_Day(135)]	Enter the abbreviation for the day, not to exceed three characters.
Day Name (Day_Name) [Cycle_Day(135)]	Enter the name of the day.
SchoolID [Cycle_Day(135)]	Verify the school's name.
Year_ID [Cycle_Day(135)]	Verify the current year.

District Information Page

Display Name: Fields Required to be Populated	Internal Field Name	First Due Date	Office Requesting Data
District Number	Value where Name='districtnumber'	QDC1	FN, RDA, SI

Start Page → District Setup → District Information

Name of District (Value where Name='districtname') [Prefs(9)]	Enter the formal name for your district (usually found on your district stationery). Note: This value is not collected by SCDE but is very necessary for your internal PS reports.
District Number (Value where Name='districtnumber') [Prefs(9)]	Enter and verify the accuracy of the state id number (SID) for your district. This is a four-digit number stored in the Prefs table in a field called Value where Name = 'districtname.'
School ID [Prefs(9)]	Field does not display on page; however, the data value is necessary to link student records and is stored internally.
UserID [Prefs(9)]	Field does not display on page; however, the data value is necessary to link student records and is stored internally.
Year_ID [Prefs(9)]	Field does not display on page; however, the data value is necessary to link student records and is stored internally.
ID [Prefs(9)]	Field does not display on page; however, the data value is necessary to link student records and is stored internally.

Early Childhood Page

Early Childhood Education is a major strategic aim of the South Carolina Department of Education (SCDE). All children must be provided the opportunity to enter school prepared to succeed. All children deserve a quality education in a developmentally appropriate and instructionally sound learning environment, with competent, compassionate staff. High Quality will not occur without appropriate technical assistance and appropriate evaluation of Early Childhood Programs for four-year-olds and five-year-olds, as mandated by the Education Improvement Act of 1984, the Accountability Act of 1998, the 2007 Child Development Education Pilot Program, and the 2013 Legislation to Expand CDEPP. The offices of Early Childhood Education, Finance, and Research and Data Analysis work jointly to gather data for evaluation. These multi-office efforts minimize duplication in data collection.

The information collected in PowerSchool for the offices of Early Childhood Education and Research and Data Analysis will provide data to do the following:

- provide appropriate funding for the programs in which these students participate
- help evaluate program quality
- determine training and professional development needs
- track the longitudinal progress of students

You must verify the data values entered for fields specific to the SC Early Childhood Data Entry page.

For in-depth information review the documentation provided through the Office of Early Childhood: http://ed.sc.gov/agency/programs-services/64/documents/2013-2014_CDEPP_Guidelines_Final.pdf. Your contacts at SCDE for content questions are Penny Danielson, 803-734-8251, PDanielson@ed.sc.gov, Early Childhood; Mellanie Jinnette, 803-734-3605, Finance; and Cynthia Hearn, 803-734-8269, Research and Data Analysis.

Display Name: Fields Required to be Populated	Internal Field Name	First Due Date	Office Requesting Data
Low Birth Weight***	SC_EC_LowBirthWeightInd	QDC1	EC, RDA
Income Range***	SC_EC_FamilyIncRangeCode	QDC1	EC, RDA
Prior Child Care***	SC_EC_CarePriorToSchCode	QDC1	EC, RDA
Medical Care Source	SC_EC_MedCareSrcCode	QDC1	EC
Early Childhood Placement***	SC_EC_EarlyChildPlaceCode	QDC1	EC, RDA
Class(room) Type***	SC_EC_ClassroomType	QDC1	EC
Family Literacy Services***	SC_EC_YrsFamilyLitSrvcs	QDC1	EC, RDA
Family Literacy Years***	SC_EC_YrsFamilyLitSrvcs	QDC1	EC
Special Needs Info***	SC_EC_SpecNeedsCode	QDC1	EC, RDA
Qualified At-Risk	SC_EC_QualAtRiskCode	QDC1	EC
Head Start***	SC_EC_HeadStartInd	QDC1	EC, RDA
Countdown to Kindergarten	SC_EC_CountDownToKinderInd	QDC1	EC
Class Curriculum	SC_EC_ClassCurrCode	QDC1	EC
Ed Level Mom/Female Guardian***	SC_EdLevel_MomFG	QDC1	EC, RDA
Years Ed Mom/Female Guardian***	SC_YearsED_MomFG	QDC1	EC, RDA

Start Page→Student Selection→South Carolina State Information→SC Early Childhood Data Entry

SC Early Childhood Data Entry

Amos, Sierra Parker -1 26114 NES

CATE | Early Childhood | **5K Readiness Scores** | Student Supplemental | Precode | Transport | Work-Based Learning

Low Birth Weight: Income Range:

Prior Child Care:

Medical Care Source:

Early Childhood Placement:

Class Type:

Family Literacy Services: Family Literacy Years:

Special Needs Info:

Qualified At-Risk:

Head Start:

Countdown to Kindergarten:

Class Curriculum:

Ed Level Mom/Female Guardian:

Years Ed Mom/Female Guardian:

DIAL 3/DIAL 4 Scores

Date Tested:

Score	Number	Percent
DIAL MOTR_SubScale	<input type="text"/>	<input type="text"/>
DIAL CONC_SubScale	<input type="text"/>	<input type="text"/>
DIAL LANG_SubScale	<input type="text"/>	<input type="text"/>
DIAL Self_SubScale	<input type="text"/>	<input type="text"/>
DIAL SEmot_SubScale	<input type="text"/>	<input type="text"/>

4K Readiness Assessment Scores

1st Administration: Date Tested: Score:

2nd Administration: Date Tested: Score:

<p>Low Birth Weight (SC_EC_LowBirthWeightInd) [Students(I)]</p>	<p>This field needs to be collected for all four-year-old children (4K) and any five-year-old (kindergarten) children who were not served when they were four. Select Yes if the birth weight is below 5.5 pounds. Select No if the birth weight is 5.5 pounds or more.</p> <ul style="list-style-type: none"> • Blank – [default] • Y – Yes • N – No
<p>Income Range (SC_EC_FamilyIncRangeCode) [Students(I)]</p> <p>Updated for 2014-15: added Parent Refused to Provide</p>	<p>The income range of the family needs to be collected for all four-year-old (4K) children and any five-year-old (kindergarten) children who were not served when they were four. Select the income range level of the family from the choices below:</p> <ul style="list-style-type: none"> • Blank – [default] • 1 – 0-10,000 • 2 – 10,001-20,000 • 3 – 20,001-30,000 • 4 – 30,001-40,000 • 5 – 40,001-50,000 • 6 – 50,001-60,000 • 7 – 60,000 or above • 8 – Parent Refused to Provide

<p>Prior Child Care (SC_EC_CarePriorToSchCode) [Students(1)]</p>	<p>Submit this field only for four-year-old (4K) and five-year-old (kindergarten) children who were not previously enrolled in public school 4K or CD programs.</p> <p>Select the descriptor that best describes the last school or childcare setting the child attended prior to entering this school-based program.</p> <ul style="list-style-type: none"> • Blank – [default] • C – Center Based Care • F – Family Child Care Center [Home-based] • H – Head Start • M – Home w/ Family Member • N – Home w/ Non-Family Member
<p>Medical Care Source (SC_EC_MedCareSrcCode) [Students(1)]</p>	<p>Select the medical care source for all four-year-old (4K) and any five-year-old (kindergarten) children who were <u>not</u> served in 4K. This is the source the family generally uses for their medical care.</p> <ul style="list-style-type: none"> • Blank – [default] • C – Free Health Clinic (a free, public health type clinic) • E – Emergency Room • F – Family Physician • O – Other
<p>Early Childhood Placement (SC_EC_EarlyChildPlaceCode) [Students(1)]</p>	<p>This information needs to be collected each year for all 4-year-old (4K) and all 5-year-old (kindergarten) children.</p> <p>Select the entry that best describes the placement of the child in the early childhood class. A Multiage Classroom may be serving a combination of 3-, 4-, and 5-year-old children.</p> <ul style="list-style-type: none"> • Blank – [default] • 3 – Classroom for 3-year-olds (Children whose third birthday is on or before September 1 of the current school year) • 4 – Classroom for 4-year-olds (Children whose fourth birthday is on or before September 1 of the current school year) • 5 – Classroom for 5-year-olds (Children whose fifth birthday is on or before September 1 of the current school year) • M – Multiage Classroom (Multiage classrooms serve children of more than one grade span – for example, 3- and 4-year-old children together – there are many types of combinations.)
<p>Class(room) Type (SC_EC_ClassroomType) [Students(1)]</p> <p>Updated for 2014-15</p>	<p>This information needs to be collected each year for all 4-year-old children (4K); it does <u>not</u> need to be collected for kindergarten children (five-year-olds).</p> <p>Select the location of the early childhood classroom:</p> <ul style="list-style-type: none"> • Blank – [default] • DSF – Full-day • DSH – Half-day • HSF – Head Start Facility Full-day • HSH – Head Start Facility Half-day
<p>First Steps (SC_EC_FirstStepsPartCode) [Students(1)]</p> <p>Removed for 2014-15</p>	<p>No longer used.</p>

<p>Family Literacy Services (SC_EC_FamilyLiteracySrvc) [Students(1)]</p>	<p>This field should be populated for four-year-olds (4K) and any five-year-olds (kindergarten) who did not participate in 4K. Code “N” (None) if the family did not participate.</p> <p>Family Literacy, by definition, integrates four components:</p> <ol style="list-style-type: none"> 1. adult literacy (adult education: basic literacy, GED, High School Diploma, ESL) 2. parent education 3. child development 4. parent and adult-child interactive literacy time <p>Select the entry that indicates which adult family members of the child have participated in a school district Family Literacy Program:</p> <ul style="list-style-type: none"> • Blank – [default] • B – Both Parents • F – Father • G – Guardian [or Grandparent] • M – Mother • N – None
<p>Family Literacy Years (of Service) (SC_EC_YrsFamilyLitSrvc) [Students(1)]</p>	<p>Enter this field for four-year-old (4K) and any five-year-old (kindergarten) children who did not participate in 4K. Leave the field blank if the parent(s) did not participate.</p> <p>Indicate the number of years that the parent(s) received district family literacy services:</p> <ul style="list-style-type: none"> • Blank – [default] • 1 – Under 1 year • 2 – 1-2 years • 3 – 2-3 years • 4 – 3-4 years
<p>Special Needs Info (SC_EC_SpecNeedsCode) [Students(1)]</p>	<p>This field is only for four-year-old (4K) and five-year-old kindergarten (5K) children who were not served as four-year-olds <u>or</u> whose status may have changed since their year of 4K service.</p> <p>Select the student’s disability status:</p> <ul style="list-style-type: none"> • Blank –[default] • E – Emotional Disability • L – Learning Disability • O – Other • P – Physical Disability • S – Speech Disability <p>Note: Though these selections appear to be duplicated in EFA, these codes differ and data values submitted are not used for EFA funding purposes.</p>

<p>Qualified At-Risk (SC_EC_QualAtRiskCode) [Students(1)]</p>	<p>This field is only for five-year-old (kindergarten) children who were <u>not</u> served in 4K (preschool for four-year-old children).</p> <p>Select the primary reason this qualified, at-risk five-year-old child was not served in a 4K program when he/she was four years old.</p> <ul style="list-style-type: none"> • Blank – [default] • C – Classroom Space • D – DIAL Score • L – Lack of full-day service • P – Personnel • T – Transportation • O – Other
<p>Head Start (SC_EC_HeadStartInd) [Students(1)]</p>	<p>Indicate whether or not a child was served by Head Start any time from birth through age 4 (if the child was served in 4K) or kindergarten (if the child was not served in 4K).</p> <p>Do not populate the field for the kindergarten year if service was completed when the child was in 4K.</p> <ul style="list-style-type: none"> • Blank – [default] • Y – Yes • N – No
<p>Countdown to Kindergarten (SC_EC_CountDownToKinderInd) [Students(1)]</p>	<p>This field should be entered only for five-year-old children (kindergarten year).</p> <p>Indicate whether or not the child received Countdown to Kindergarten home visits during the summer prior to kindergarten:</p> <ul style="list-style-type: none"> • Blank – [default] • Y – Yes • N – No
<p>Class Curriculum (SC_EC_ClassCurrCode) [Students(1)]</p> <p>Updated for 2014-15: Removed 03 – Project Approach/Reggio.</p>	<p>This field should be entered for all 4K and kindergarten children.</p> <p>Indicate which of the recommended early childhood training/early childhood professional development models the District (or school) has opted to use for this child’s classroom.</p> <ul style="list-style-type: none"> • Blank – [default] • 01 – High/Scope • 02 – Montessori • 04 – Creative Curriculum • 05 – Other
<p>Ed Level Mom/Female Guardian (SC_EdLevel_MomFG) [Students(1)]</p> <p>Updated for 2014-15: Added T – Two Year Associate Degree</p>	<p>The Education Level field indicates the highest education level attained by the parent (Mother) or guardian. SCDE default codes in PowerSchool, with the addition of the “GED,” are as follows:</p> <ul style="list-style-type: none"> • Blank – [default] • B – Bachelor’s Degree • G – GED • H – High School Degree • M – Master’s Degree • N – No HS Diploma • P – PhD • T – Two Year Associate Degree

Years Ed Mom/Female Guardian (<i>SC_YearsED_MomFG</i>) [<i>Students(I)</i>]	SCDE uses this field to indicate the years of formal education of the Mother or female guardian. Select from 01 – 30 where appropriate. SCDE’s use of this field takes precedence over district use.
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DIAL3/DIAL4 Scores

You will need to enter the DIAL3 or DIAL4 test score data (based on which of these tests is administered at your schools) for students who meet the following criteria:

- For the purpose of CDEPP a child must be four years of age on or before September 1, 2013.
- The test is usually administered in the spring before 4K.
- The assessment can be used for children whose ages fall between 2.6 – 5.11.

The following new fields are added to capture this test information and are also required to be populated for the Offices of Early Childhood and Research and Data Analysis:

DIAL3/DIAL4 Table: [S_SC_STU_X](#)

Display Name: Fields Required to be Populated	Internal Field Name	Values	First Due Date	Office Requesting Data
Date Tested (MM/DD/YYYY)	DIAL_Test_Date	VARCHAR2(11)	QDC1	EC, RDA
DIAL MOTR_SubScale Number	DIAL_MOTR_SubScaleNum	VARCHAR2(11)	QDC1	EC, RDA
DIAL MOTR_SubScale Percent	DIAL_MOTR_SubScalePer	VARCHAR2(11)	QDC1	EC, RDA
DIAL CONC_SubScale Number	DIAL_CONC_SubScaleNum	VARCHAR2(11)	QDC1	EC, RDA
DIAL CONC_SubScale Percent	DIAL_CONC_SubScalePer	VARCHAR2(11)	QDC1	EC, RDA
DIAL LANG_SubScale Number	DIAL_LANG_SubScaleNum	VARCHAR2(11)	QDC1	EC, RDA
DIAL LANG_SubScale Percent	DIAL_LANG_SubScalePer	VARCHAR2(11)	QDC1	EC, RDA
DIAL SELF_SubScale Number	DIAL_SELF_SubScaleNum	VARCHAR2(11)	QDC1	EC, RDA
DIAL SELF_SubScale Percent	DIAL_SELF_SubScalePer	VARCHAR2(11)	QDC1	EC, RDA
DIAL SEmot_SubScale Number	DIAL_SEmot_SubScaleNum	VARCHAR2(11)	QDC1	EC, RDA
DIAL SEmot_SubScale Percent	DIAL_SEmot_SubScalePer	VARCHAR2(11)	QDC1	EC, RDA

DIAL 3/DIAL 4 Scores		
Date Tested:	<input type="text" value="MM/DD/YYYY"/>	
Score	Number	Percent
DIAL MOTR_SubScale	<input type="text"/>	<input type="text"/>
DIAL CONC_SubScale	<input type="text"/>	<input type="text"/>
DIAL LANG_SubScale	<input type="text"/>	<input type="text"/>
DIAL Self_SubScale	<input type="text"/>	<input type="text"/>
DIAL SEmot_SubScale	<input type="text"/>	<input type="text"/>

4K Readiness Assessment Scores

The new 4K Readiness Assessment Scores section is located at the bottom of the Early Childhood page and provides cells in which to enter dates tested and scores for administering the tests for four-year-olds. Your test coordinators will have the latest information concerning the test to be administered.

The following four new fields are added for the 4K Readiness Assessment Scores:

Display Name: Fields Required to be Populated	Internal Field Name	Values	First Due Date	Office Requesting Data
1 st Administration Date Tested	Readiness_TestDate1_4K	DATE (MM/DD/YYYY)	QDC1	EC, RDA
1 st Administration Score	Readiness_Score1_4K	DATE (MM/DD/YYYY)	QDC1	EC, RDA
2 nd Administration Date Tested	Readiness_TestDate2_4K	DATE (MM/DD/YYYY)	QDC1	EC, RDA
2 nd Administration Score	Readiness_Score2_4K	DATE (MM/DD/YYYY)	QDC1	EC, RDA

4K Readiness Assessment Scores				
1 st Administration:	Date Tested:	<input type="text"/>		(MM/DD/YYYY)
			Score:	<input type="text"/>
2 nd Administration:	Date Tested:	<input type="text"/>		(MM/DD/YYYY)
			Score:	<input type="text"/>
				<input type="button" value="Submit"/>

Other PowerSchool Fields Needed for the Early Childhood Data Collection

Fields required for reporting early childhood data reside on several PS pages. To ensure a complete and accurate evaluation for **all** four-year-old students, you will need to verify data values for PowerSchool data fields as indicated in the table below. Although the fields were originally introduced as collection needs for the Child Development Education Pilot Program (CDEPP), **it is currently imperative that these data are collected on all students being served in either full day or half-day four-year-old classes.** The Education Oversight Committee is charged with a comprehensive evaluation of four-year-olds served in South Carolina. See *2013 Legislation to Expand CDEPP* (http://ed.sc.gov/agency/programs-services/64/documents/CDEPP_Proviso_2013.pdf). You can address specific questions regarding the following data collection items to Mellanie Jinnette at mjinnett@ed.sc.gov at 803-734-3605.

Data collected for all 4-year-old programs and specifically for CDEPP evaluation:

PS Page	Field	Type of Data
Attendance	Absence Dates	Verify dates of student absences
Attendance	Absence Reasons	Verify absence reasons codes
EFA/EIA Classification	EFA Primary	Ensure accuracy of the Primary EFA code in which student is enrolled: VH or HH only
EFA/EIA Classification	EIA 1	Ensure accuracy of the Primary EIA code with which the student is enrolled: EC4 only
Demographics	Last Name	
Demographics	First Name	

Demographics	Middle Name	
Demographics	Gender	
Demographics	Student Number	PS number auto-assigned when student enrolls in district
Demographics	Mailing Address	
Demographics	City	
Demographics	State	
Demographics	Zip Code	
Demographics	Date of Birth (DOB)	
Demographics	Ethnicity	
SC Additional Student Information	Gen. (Jr., III, etc.)	Verify the student's generation code
SC Additional Student Information	English Prof	Verify English Proficiency Level
SC Additional Student Information	Home Lang	Provide the language used at the student's home and spoken by family members to each other.
SC Additional Student Information	SC IEP Ind.	Indicate individualized Education Program: Yes/No field.
SC Additional Student Information	Transportation Needed	Identify the type of transportation the student uses to attend school
SC Additional Student Information	Medicaid No	ID Assigned by Medicaid office
SC Additional Student Information	Migrant	Indicate whether or not the student is migrant (check box)
Lunch	Lunch Status	Indicate whether or not the student qualifies for the free lunch program
SC State Information	State ID	STATE ID assigned by SCDE through SIF
New Special Program Enrollment	Program	Name the program in which the student is active
Special Program	Grade Level	Verify accuracy of grade level of the student when active in a program
Special Program	Entry Date	Verify the date student became active in program identified in the Special Program page
Special Program	Exit Date	Verify the date student left the program identified in the Special Program page
Special Program	Exit Reason	Verify the reason why the student left the program identified in the Special Programs page
Staff Menu > Edit Information	Last Name	Last Name
Staff Menu > Edit Information	First Name	First Name
Staff Menu > Edit Information	MI	Middle Name
Staff Menu > Edit Information	ID	Teacher ID
Staff Menu > Edit Information	State Prid	State license or certification number – 6 characters
Staff Menu > Edit Information	Generation	Generation
Transfer Information > Edit Current Enrollment	District of Residence	Verify the district in which student lives
Transfer Information > Edit Current Enrollment	Grade Level	Verify the grade level enrolled in school
Homeless Student Information	Primary Night-time Residence	Indicate the primary night-time residence for a student who is considered homeless – A MUST .

SC 5K Readiness Assessment Scores

This new page (tab) is a required addition to accommodate the need for collecting 5K Readiness Assessment Scores. New fields for this page include the following:

Display Name: Fields Required to be Populated	Internal Field Name	Values	First Due Date	Office Requesting Data
1 st Administration Date Tested	Readiness_TestDate1_5K	DATE (MM/DD/YYYY)	QDC1	EC, RDA
1 st Administration Score	Readiness_Score1_5K	DATE (MM/DD/YYYY)	QDC1	EC, RDA
2 nd Administration Date Tested	Readiness_TestDate2_5K	DATE (MM/DD/YYYY)	QDC1	EC, RDA
2 nd Administration Score	Readiness_Score2_5K	DATE (MM/DD/YYYY)	QDC1	EC, RDA

Validation for the assessment scores has been added to ensure these fields are populated in sync:

- If you enter a value in either of the 1st Administration Date Tested or Test Score fields, both fields must be populated prior to saving (submitting the page).
- If you enter a value in either of the 2nd Administration Date Tested or Test Score fields, both fields must be populated prior to saving (submitting the page).

Start Page > Student Selection > South Carolina State Information > SC 5K Readiness

SC 5K Readiness Assessment Scores

Readiness, Elizabeth Rose 0 26257 BHES

CATE Early Childhood **5K Readiness Scores** Student Supplemental Precode Transport Work-Based Learning

5K Readiness Assessment Scores

1st Administration: Date Tested: (MM/DD/YYYY) Score:

2nd Administration: Date Tested: (MM/DD/YYYY) Score:

Submit

EFA/EIA Page: Setup Updates

Funding requirements for 2014-15 have changed substantially based on updates by SC Legislation. The new PS pages for EFA/EIA reflect the data entry requirements to follow so that your data are accurately reported for your students.

Display Name: Fields Required to be Populated	Internal Field Name	First Due Date	Office Requesting Data
Stored internally; does not display (EFA Record)	SC_School_ID	Sep	AS, FN, RDA
Stored internally; does not display (EFA Record)	YearID	Sep	AS, FN, RDA
EFA Primary	efaprimary	Aug	AS, FN, RDA
EFA 2	efa_2	Aug	AS, FN, RDA
EFA 3	efa_3	Aug	AS, FN, RDA
EFA 4	efa_4	Aug	AS, FN, RDA
EFA 5	efa_5	Aug	AS, FN, RDA
EFA 6	efa_6	Aug	AS, FN, RDA
EFA 7	efa_7	Aug	AS, FN, RDA
EFA 8	efa_8	Aug	AS, FN, RDA
EFA 9	efa_9	Aug	AS, FN, RDA
EFA 10	efa_10	Aug	AS, FN, RDA
Effective Start Date (EFA Start Date)	start_dt	Aug	AS, FN, RDA
Effective Start Date (EIA Start Date)	START_DT	QDC	AS, FN, RDA
EIA 1	eia_1	QDC	AS, FN, RDA
Stop Date (EFA Stop Date)	stop_dt	QDC	AS, FN, RDA
Stop Date (EIA Stop Date)	STOP_DT	QDC	AS, FN, RDA

EFA Code Entry

The following are changes for the EFA Code Entry for Membership and Attendance reporting:

- Deleted V1, V2 and V3 from Grades drop-down menu
- Added the single category for grades 9 to 12 (VOC – Vocational Gr 9-12)

Note: The remaining EFA Secondary Codes are available to provide additional information for each student’s status.

EIA Code Entry

- Edited the EIA Code tab to display only codes EC3 and EC4
- Collapsed the list of codes for all AP courses; AP indicator moved to the EFA - High Achieving page.
- Deleted the EIA Classification and EIA Compatibility tabs.

Note: Each of the secondary EIA codes (EIA 2-EIA 10) remains for historical reference only; thus, you cannot enter other codes in these cells.

EFA/EIA History Pages

EFA History

Abdullah, Khalil Rasheed 11 380010017208 ARHS

[EFA Code Entry](#) | [EIA Code Entry](#) | [High Achieving](#) | [Add-on Weightings](#) | [EFA History](#) | [EIA History](#) | [High Achieving History](#) | [Standardized Test Performance Level](#)

[Add](#)

Start Date	Stop Date	EFA Primary	EFA 2	EFA 3	EFA 4	EFA 5	EFA 6	EFA 7	EFA 8	EFA 9	EFA 10
08/19/2013		HS									

[Edit](#)

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Data entry changes for EFA/EIA student classification for 2014-15 include the following:

- Updated the EFA History tab
- Updated the EIA History tab

EIA History

Abdullah, Khalil Rasheed 11 380010017208 ARHS

[EFA Code Entry](#) | [EIA Code Entry](#) | [High Achieving](#) | [Add-on Weightings](#) | [EFA History](#) | [EIA History](#) | [High Achieving History](#) | [Standardized Test Performance Level](#)

[Add](#)

Start Date	Stop Date	EIA 1	EIA 2	EIA 3	EIA 4	EIA 5	EIA 6	EIA 7	EIA 8	EIA 9	EIA 10
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High Achieving Code Entry and High Achieving History Pages

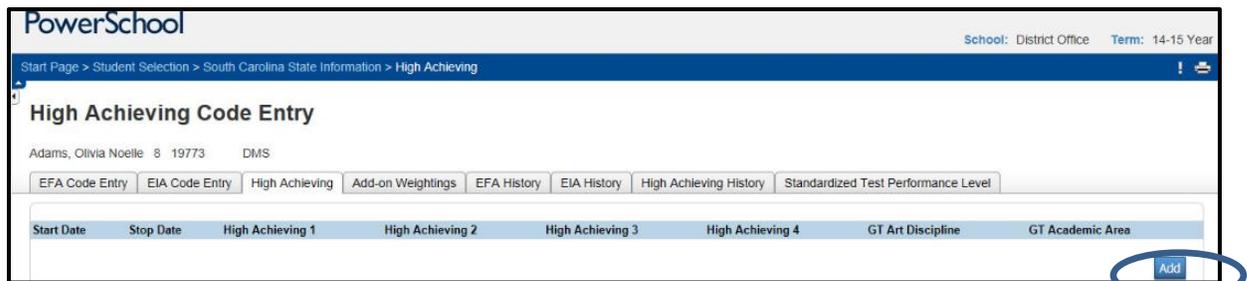
New fields for the High Achieving data page include the following:

High Achieving Table: S_SC_STU_HIGHACH_C

Display Name: Fields Required to be Populated	Internal Field Name	Values	First Due Date	Office Requesting Data
Start Date	START_DT	DATE (MM/DD/YYYY)	QDC1	AS, FN, RDA
Stop Date	STOP_DT	DATE (MM/DD/YYYY)	QDC1	AS, FN, RDA
High Achieving 1	HIGHACH_1	AP – Advanced Placement; IB – International Baccalaureate GTA – Gifted and Talented Academic; GTR – Gifted and Talented Artistic Discipline	QDC1	AS, FN, RDA
High Achieving 2	HIGHACH_2	Same as above	QDC1	AS, FN, RDA
High Achieving 3	HIGHACH_3	Same as above	QDC1	AS, FN, RDA
High Achieving 4	HIGHACH_4	Same as above	QDC1	AS, FN, RDA
GT Art Discipline	GT_ARTISTIC_DISCIPLINE	V – Visual Arts D – Dance R – Drama M – Music O – Other Area	QDC1	AS, FN, RDA
GT Academic Area	GT_ACADEMIC_AREA	E – ELA M – Math B – Both ELA and Math I – Interdisciplinary O – Other Area	QDC1	AS, FN, RDA
Does not display	ID	Primary key	QDC1	AS, FN, RDA
Does not display	SchoolID_Updated	The schoolid for the user updating a record	QDC1	AS, FN, RDA
Does not display	School_ID	The schoolid for the original record creation	QDC1	AS, FN, RDA
Does not display	StudentsDCID	A foreign key that relates the child table to the [Students] table	QDC1	AS, FN, RDA
Does not display	Year_ID	The Year for this record	QDC1	AS, FN, RDA

The High Achieving Code Entry and High Achieving History are separate tabs for reporting the following:

- Beginning and ending dates for High Achieving Levels 1-4
- GT Artistic Discipline
- GT Academic Area.



- To select appropriate values for a student, follow these steps:

SC Student Data Collection COMBO Guide, September 2014-15

(HQ) – Highly Qualified Status for teachers
 *** – AYP or District Report Card
 ### – E-rate or Direct Certification

- Click the Add button to add a new record.
- Select from the drop-down list the appropriate codes for your students.
- Review the fields displaying selections (High Achieving 1 through High Achieving 4).
- Options for these fields are as follows:
 - GTA – G & T Academic
 - GTR – G & T Artistic Discipline
 - AP – Advanced Placement
 - IB – International Baccalaureate

Note: As soon as any value is selected in the High Achieving fields, the Effective Start Date field will display.

This screenshot shows the 'High Achieving' form with the 'Effective Start Date' field populated with a date. The 'GT Academic Area' dropdown menu is open, showing options: E - ELA, M - Math, B - Both ELA & Math, I - Interdisciplinary, and O - Other Area. The 'High Achieving 1' dropdown is set to 'GTA - G&T Academic'.

This screenshot shows the 'High Achieving' form with the 'Effective Start Date' field populated. The 'GT Artistic Discipline' dropdown menu is open, showing options: V - Visual Arts, D - Dance, R - Drama, M - Music, and O - Other Area. The 'High Achieving 1' dropdown is set to 'AP - Advanced Placement' and 'High Achieving 3' is set to 'IB - International Baccalaureate'.

- Upon submitting your entries, the values will display on the High Achieving History page.

Start Date	Stop Date	High Achieving 1	High Achieving 2	High Achieving 3	High Achieving 4	GT Art Discipline	GT Academic Area
08/19/2014		GTA		AP			I

- Validations are in place so that AP and IB can only be selected for grades 9 to 12.
- Validations are in place so that GTA and GTR can only be selected for grades 3-12.

Add-on Weightings Page

New fields for the Add-on Weightings data page include the following:

Add-on WeightingsTable: S_SC_STU_ADDONWTGS_C

Display Name: Fields Required to be Populated	Internal Field Name	Values	First Due Date	Office Requesting Data
Effective Date	Addon_Start_Date	Date (mm/dd/yyyy), effective date for values in this record	QDC1	AS, FN, RDA

SC Student Data Collection COMBO Guide, September 2014-15

(HQ) – Highly Qualified Status for teachers
 *** – AYP or District Report Card
 ### – E-rate or Direct Certification

Academic Assistance	ACAS_Eligibility_Ind	Yes – IF Performance_Level_ELA or Performance_Level_Math for students in grades 3-8 is 1 OR Performance_Level_HSAssess is 1 for grades 9 to 12.	QDC1	AS, FN, RDA
High Achieving	HIAC_Eligibility_Ind	Yes – IF a student has a High Achieving record for GTA, GTR, AP or IB.	QDC1	AS, FN, RDA
Does not display	ID	Primary key	QDC1	AS, FN, RDA
LEP	LEP_Eligibility_Ind	Yes – IF a student has a value of 1-5 or A-D in SC_Engl_Prof.	QDC1	AS, FN, RDA
Poverty	PIP_Eligibility_Ind	This field will be blank for 2014-2015.	QDC1	AS, FN, RDA
Does not display	School_ID	The school number of the student's enrollment at the time the record was created	QDC1	AS, FN, RDA
Does not display	Student_ID	The internal student id included for state reporting needs	QDC1	AS, FN, RDA
Does not display	StudentsDCID	A foreign key that relates the child table to the [Students]table	QDC1	AS, FN, RDA
Does not display	Year_ID	The Year for this record	QDC1	AS, FN, RDA

The Add-on Weightings tab is added and displays new fields for Academic Assistance, High Achieving, LEP and Poverty weights that may be additional funding areas for students.

Add-on Weightings

Amosson, Starla Nancy 12 650010006298 IHS

Current Status

Effective Date	08/18/2014	
Academic Assistance	No	(Not Met on HSAP or SCPASS)
High Achieving	No	(GTA, GTR, AP, IB)
LEP	No	(ESL value of 1-5, A-D)
Poverty	***[Calculated from Poverty Index times ADM at SCDE]	

Historical Status

Start Date	Academic Assistance	High Achieving	LEP	Poverty

The Add-on Weightings will be a head count in each category, not a calculated Average Daily Membership. Currently, when a student is coded for a category for one day or all year, schools/districts will receive the add-on funding for the entire year.

You will be able to verify the student data for 3 of the 4 add-on weighting categories for the first year: Academic Assistance, High Achieving, and LEP.

- These fields are read only and are set initially using the Add-on Weightings Initialization Report.
- These fields are updated and an audit record is created using the Add-on Weightings Update Report that will be visible only to a user with specific permissions. Each district PS Coordinator will assign the roles with permissions specific to the person or persons who can view these data.
- For audit purposes the history of the changes is displayed at the bottom of the page.
- *The Poverty Eligibility Indicator will be blank for the beginning of the 2014-2015 school year.

SC Add-On Weightings Initialization Process

You should run the SC Add-On Weightings Initialization process **ONLY ONE TIME** at the beginning of the school year. This process will create a new Add-On Weightings record for students that are active on the day that

SC Student Data Collection COMBO Guide, September 2014-15

(HQ) – Highly Qualified Status for teachers
 *** – AYP or District Report Card
 ### – E-rate or Direct Certification

you run this initialization process and set each of the fields to “No” as the default. Ensure that PowerSchool is set to the current school year. Once the process starts, it cannot be stopped and it may be a long process.

SC Add-On Weightings Update

The SC Add-On Weightings Update Process should be run periodically to update fields on this page. The process will create a new record for a student if a change is detected in any of the fields that affect Add-On Weightings. Students that have a change and have been enrolled at least one day in the current school year are updated.

Start Page > Reports > Reports (State Reports) > SC Add-On Weightings Update

SC Add-On Weightings Update

Report Information

Description The SC Add-On Weightings Update process should be run periodically to update the fields on the Add-On Weightings page. The process will create a new record for a student if a change is detected in any of the fields that affect Add-On Weightings. Only students that have had a change and have been enrolled at least one day in the school year being processed are updated.

WARNING: Once this process is started, it can't be stopped. This may be a long process.

Version 1.0.1.M3

Output File Name SC_AddOnWeightings_Update

Category Add-On Weightings

Published Date 08/20/2014 02:23 PM

Comments

Report Parameters (Check checkbox on the right to save as default value) Clear All

Select Schools Ashley Ridge High School, Alston Middle School, Oakbrook Middle School, Rollings Middle School of the Arts, Summerville High School

Run For All Schools* No

Scheduling

Please select when to run

Run Now Schedule

Submit

Standardized Test Performance Level Page

The new Standardized Test Performance Level tab is added and will indicate test performance levels for students. New fields for the Standardized Test Performance Level data page include the following:

Standardized Test Performance Level Table: [S_SC_STU_STESTPERF_C](#)

Display Name: Fields Required to be Populated	Internal Field Name	Values	First Due Date	Office Requesting Data
Test Date	TEST_DATE	DATE (MM/DD/YYYY) student was assessed	QDC1	AS, FN, RDA
Grade	GRADE_LEVEL	Grade Level when Tested	QDC1	AS, FN, RDA
SCPASS Performance Level ELA	SCPASS_PERFORMANCELEVEL_ELA	The performance level for SCPASS ELA	QDC1	AS, FN, RDA
SCPASS Performance Level Math	SCPASS_PERFORMANCELEVEL_MATH	The performance level for SCPASS Math	QDC1	AS, FN, RDA
HSAP Performance Level ELA	PERFORMANCE_LEVEL_HSASSESS_ELA	The performance level for HSASSESS ELA	QDC1	AS, FN, RDA
HSAP Performance Level Math	PERFORMANCE_LEVEL_HSASSESS_MATH	The performance level for HSASSESS Math	QDC1	AS, FN, RDA
ID	ID	Primary Key	QDC1	AS, FN, RDA
School ID	SCHOOL_ID	The school id of the student when assessed.	QDC1	AS, FN, RDA
Does Not Display	STUDENTID	Internal ID of student	QDC1	AS, FN, RDA
Does Not Display	STUDENTSDCID	A foreign key that relates the record to the [Students] table.	QDC1	AS, FN, RDA
Does Not Display	YEAR_ID	The year id that the student was assessed	QDC1	AS, FN, RDA

State Standardized Test Performance Level

Abdullah, Khalil Rasheed 11 380010017208 ARHS

EFA Code Entry | EIA Code Entry | High Achieving | Add-on Weightings | EFA History | EIA History | High Achieving History | Standardized Test Performance Level

Test Date	Grade	SCPASS Performance Level ELA	SCPASS Performance Level Math	HSAP Performance Level ELA	HSAP Performance Level Math

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- These fields are read only and display standardized test scores that will be imported using Data Import Manager.
- This page will display multiple records per student as test scores are imported from year to year.

Read carefully the most current *South Carolina Pupil Accounting System* and the *South Carolina Student Accountability System* manuals provided by the Office of Finance for content questions concerning EFA (SC Education Finance Act of 1977 and updated Proviso) and EIA (Education Improvement Act of 1984 and updated Proviso) classification information for students.

Definitions for EFA Data Fields/Data Values

Academic Assistance

Academic Assistance weightings are based on student performance on SCPASS or HSAP (or replacement high school assessment). A student whose scores indicate he or she has not met the learning objectives on SCPASS ELA or Math and Below Basic on HSAP or the replacement test for high school students for his or her grade level will receive the additional weighting for academic assistance.

SCDE will provide the file containing student performance levels, template, and instructions for importing these data into PowerSchool.

High Achieving

High Achieving weightings are selected for students who qualify and are being served in one or more of these options:

- GTA – Gifted and Talented Academic, grades 3-12
- GTR – Gifted and Talented Artistic, grades 3-12
- AP – Advanced Placement, grades 9-12
- IB – International Baccalaureate, grades 9-12 only**

Note: Students enrolled in dual credit courses and currently being served in a GTA or GTR program will be considered as high achieving because they would already be enrolled in the “gifted” program.

** The IB code should be selected for only those students who are in an approved IB program at the high school level. Students taking an IB level course should NOT be coded as IB.

LEP

The LEP add-on weighting is based on a student’s code for English Proficiency status. Those coded 1-5 or A-D will receive the additional weight. Each LEP student must be evaluated within the first 45 days of each school year to determine his or her proficiency level of the English language. The new Miscellaneous Initialization process that must be run at the beginning of the school year will set all codes 1-5 and A-D to blank. Any student whose codes are set to values of 8 or 9 will not be initialized to a blank; these values will remain 8 or 9.

Spring 2015 test scores may contain just whole numbers or whole numbers with decimals. The drop-down menu provides a decimal from 0 – 9 so that you can enter the entire score for students.

Note: You should run the Miscellaneous SC Fields Initialization process **ONLY ONE TIME** at the beginning of each new school year. This process will clear out any existing data for the current school year in the True Grade and Instructional Settings fields. The English Prof(iciency) field will also be cleared out unless the student currently has a value of ‘8’ (English Speaker I) or ‘9’ (English Speaker II). Ensure that your instance of PowerSchool is set to the desired school year: when you start this process it cannot be stopped and it can be a lengthy process.

Poverty

Beginning with 2014-15, the prior year poverty index will be used to calculate funding for the Poverty Add-on Weighting. The new definition for poverty will be determined and implemented prior to the 135-day funding. You will not be able to verify this number on any detail reports that you can run in PowerSchool until at least the 45th day; however, you will receive numbers on the verification reports you will receive from SCDE.

<p>EFA Primary (efa primary) [VirtualTablesData2]</p>	<p>At the beginning of each new school year, the PS coordinator must run the EFA/EIA Initialization Processes for SC which will set the default primary code and effective start date for each K-12 student enrolled at the time the initialization is run. <u>Note that this process DOES NOT “blank” the field values that are stored for INACTIVE students.</u></p> <p>For students enrolled after the EFA/EIA initialization has been run, an initial EFA code and effective start date must be entered manually. The effective start date must match the student’s initial enrollment date for the current school. (Review the definition for NO SHOWS to ensure you are coding students correctly.)</p> <p>Verify that the primary code is accurately reflecting the category that should be assigned to each student. A pupil whose program of instruction meets the criteria for more than one category shall be counted in the highest weighted category (Primary EFA). Each pupil must meet all qualifications, both general and specific, as set forth in this manual before he/she may be claimed in membership in one of the EFA pupil classifications.</p> <p>Four-year-old pre-kindergarten students who are classified as VH and HH disabled pupils are eligible for EFA funding. The Office of Finance uses only the primary EFA classification code to compile membership days for EFA funding. You may use only approved EFA codes listed above. Refer to the Office of Finance’s Pupil Accounting Manual located on their web page.</p> <p>The categories of Deaf-blindness and Multiple Disabilities should be reported in one of the approved EFA codes. Deaf-blindness should be reported as either HH or VH. Multiple Disabilities should be reported in the contributing disability category that has the highest weight.</p> <p>Note: The PowerSchool EFA/EIA Classification page includes four EFA Classifications for reporting purposes, in order to eliminate a paper data collection for DD, TBI, PMD, and OHI students. These are NOT considered “real” EFA Classifications: we are just trying to make it easier for you to report the data.</p> <p><u>These codes will roll into existing codes when you report Membership & Attendance data:</u></p> <ul style="list-style-type: none"> *TBI (Traumatic Brain Injury) has the same weighting as Orthopedically Impaired and will be rolled to OH. *PMD (Mental Disability-Severe) has the same weighting as Mental Disability - Moderate and will be rolled to TM. *OHI (Other Health Impaired) has the same weighting as Specific Learning Disability and will be rolled to LD. *DD (Developmental Delay) has the same weighting as Specific Learning Disability and will be rolled to LD.
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EFA (2-10) <i>(efa_1, efa_2, etc.)</i> <i>[VirtualTablesData2]</i>	The SCDE uses only the primary EFA classification code to compile membership days for EFA funding. You can complete EFA 2-10 for any additional conditions indicated in the list of EFA codes as appropriate for you students. Refer to the Office of Finance’s Pupil Accounting Manual. See EFA Primary for the only EFA codes approved by the SCDE.
Effective Start Date (EFA Start Date) <i>(start_dt)</i> <i>[VirtualTablesData2]</i>	Enter the effective start date for the student.
Stop Date (EFA Stop Date) <i>(stop_dt)</i> <i>[VirtualTablesData2]</i>	Verify the stop date for the student. This field is automatically populated when a student’s EFA Classification changes.
Homebound <i>Special note on HO - Homebound</i>	<p>The homebound code listed in the EFA selections specifically addresses MEDICAL situations for students and a physician’s documentation must be on file for these students.</p> <p>The current State Board of Education regulation at 24 S.C. Code Ann. Regs. 43-241 (Supp. 2001) requires that a licensed physician certify that a student cannot attend school as a result of an accident, illness, or pregnancy, despite the aid of transportation but may profit from instruction given in the home or hospital.</p> <p>Medical homebound instruction refers to the educational services delivered to such a student. Any student participating in a program of homebound instruction or hospitalized instruction must be approved by the district superintendent or his/her designee using the revised Medical Homebound Instruction form (revised July 1, 2002) provided by the South Carolina Department of Education. All teachers providing medical homebound instruction to students domiciled in South Carolina must hold a valid South Carolina teacher’s certificate.</p>

The fields below do not display on PowerSchool pages; however, they are internally stored data values necessary to link student records.

SC_School_ID <i>[VirtualTablesData2]</i>	YearID <i>[VirtualTablesData2]</i>
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EFA and EIA Initialization

The PowerSchool District Level Coordinate or his/her designee must run the initialization process at the beginning of the school year only once. ONLY after the initialization process is completed should any staff members (data entry personnel, administrative personnel at school or districts levels, etc.) begin verifying, editing, or entering new values that are appropriate for the students’ current data to begin the new year. If there is a need to reinitialize the EFA/EIA data, all staff members should be alerted and communication provided so they will know that all data values will need to be re-verified and/or re-entered or updated for all students.

The EFA/EIA initialization process does the following:

- Clears both existing EFA and EIA codes and dates for the current school year
- Resets the EFA codes K, P, EL, or HS for each student to a default EFA code based on each student’s grade. (NOTE: There is not a default code for pre-kindergartners in PowerSchool.)
- Clears all self-contained dates
- Clears all EIA codes

Any student who is or was enrolled at any time in the current school year that has a Yes in the Include in State Reporting field is included in the initialization process. Student who are pre-enrolled are included if their enrollment dates fall within the selected school year, as determined by the student's enrollment status. Any school that has the TRUE value in the Exclude from State Reporting field is not included in the initialization process.

When the district-level PS administrator runs the initialization process, all current year records are deleted in the EFA History file for the designated students in the selected schools. The initialization process will assign the date of the student's initial enrollment in the current school year.

NOTE: You must be aware that the initialization processes will NOT "blank" field values stored for INACTIVE students. If as a PS administrator you re-enroll a student, you must manually remove data that are no longer applicable for the "initialized" Precode, Work-Based Learning, Miscellaneous and EFA/EIA fields for any inactive students.

Initialization Setup Options:

- Verify that PowerSchool is set to the desired school year. Once started, this process cannot be stopped.
- Indicate when you want the report to generate.
- Select each school you want to include in the initialization process. (Hold down the Ctrl key to select multiple schools in the list.) If you are a school user, you can run this process only for the schools to which you have access. Ensure that your district PS coordinator has not already run the process for the current year.
- Select "Yes" at the "Run for all schools" option to run the initialization process for all schools in your district. "No" is the default. If your user default access is District Office, you may select the Run for all schools option at the district building

When the process is complete, a report is generated that shows which schools the report was run for and the total number of students processed.

Note again: If users begin updating/editing student fields prior to initialization, the user will need to RE-EDIT or UPDATE those same fields after the initialization process has been run. **END USERS SHOULD ALWAYS COMMUNICATE WITH THEIR DISTRICT PS COORDINATOR BEFORE UPDATING FIELDS FOR THE NEW SCHOOL YEAR.**

Start Page > Reports > Reports (State Reports)

Functions
Attendance
Daily Bulletin
Enrollment Summary
Master Schedule
Dashboard
Special Functions
Teacher Schedules

Reports
System Reports
ReportWorks

People
Student Search
Staff Search
Parent Search
Enroll New Student
New Staff Entry
New Parent Entry

Setup
District
System
Personalize

Applications
PowerLunch
PS Administrator
PT Administrator
ReportWorks Developer

Reports

System ReportWorks State SDE Engine Setup

Report Name	Version	Description
Civil Rights Data Collection Part 1		
CRDC Report - Part 1	1.0	Civil Rights Data Collection (CRDC) Report - Part 1
Civil Rights Data Collection Part 2		
CRDC Report - Part 2	1.0	Civil Rights Data Collection (CRDC) Report - Part 2
Add-On Weightings		
SC Add-On Weightings Initialization	1.0.0	Initialization process for SC Add-On Weightings Fields
SC Add-On Weightings Update	1.0.0	Update the SC Add-On Weightings Fields based on data entered for Academic Assistance, High Achieving, LEP and Poverty student-level fields in PowerSchool.
Miscellaneous SC Fields		
Miscellaneous SC Fields Initialization	1.0.0	Initialization process for Miscellaneous SC Fields
Precode		
Precode Initialization	1.0.0	Initialization process for SC Precode Fields
Reports		
SC01 EFA/EIA Data Verification	3.9	This report lists any EFA or EIA errors in student data that must be corrected prior to creating extracts for sending to the SCDE.
SC02 Cumulative Class Report	5.4	This report totals all EIA classification code occurrences by grade from the beginning of the school year up to and including a specific date or school day. An extract option is available and includes preparing data for 45 day and 135 day state reporting.
SC03 Cumulative Class List	2.4	This report supports the Cumulative Class Report by listing each student participating in the EIA classification codes during the specific time period.
SC04 Daily Activities Log	1.7	This report lists all students added to or deleted from each EFA classification code for a specified date or school day or a cumulative time period from the beginning of the school year up to and including a specific date or school day.
SC05 Daily Activities Summary Log	1.7	This report lists a summary of student adds and deletes by EFA classification code for a specified date or school day and a cumulative summary for all in-session days in the school year up to the specific date or school day.
SC06 Membership and Attendance Report	3.8	This report lists the number of membership days by grade by EFA classification code with totals by grade from the beginning of the school year up to and including a specific date or school day. The report includes the average daily membership by EFA classification code and by grade with a total and the number of absences by grade. The report may optionally be run for self-contained students only. An extract option is available and includes preparing data for 45 day and 135 day state reporting.
SC07 Membership and Attendance Worksheet Report	1.10	This report supports the Membership and Attendance Report and contains running membership totals along with counts of new and dropped students and attendance counts by EFA classification code for each day in a specified date range.
SC08 Master Classification List	4.0	This report supports the Membership and Attendance Report and lists students, their EFA classification codes, and days duration.
SC09 Cum Class from Extract	1.2	SC09 Cum Class from Extract allows users to select a previously generated report extract for reprinting the Cumulative Class Report. The report will look identical to the report that was generated when the extract was originally created. The report will include the date/time each extract was created.
SC09 Mem & Att from Extract	1.2	SC09 Mem & Att from Extract allows users to select a previously generated report extract for reprinting the Membership & Attendance Report. The report will look identical to the report that was generated when the extract was originally created. The report will include the date/time each extract was created.
SC10 District Summary Reports	1.3	This report allows creation of a district summary report for either the Cumulative Class Report or the Membership and Attendance Report based on prior data extracts for the currently selected school year. Data extracts may or may not be ones that are required by the SCDE.
SC30 Delete Cum Class Extracts	1.2	SC30 Delete Cum Class Extracts allows users to select previously generated Cumulative Class report extracts for deletion.
SC30 Delete Mem & Att Extracts	1.2	SC30 Delete Mem & Att Extracts allows users to select previously generated Membership & Attendance report extracts for deletion.
Miscellaneous		
EFA/EIA Initialization	1.3	Initialization process for SC EFA/EIA.
EFA/EIA Setup	1.1	South Carolina EFA/EIA Codes and Compatibilities.
Work Based Learning Initialization	1.4.M1	Initialization process for SC Work Based Learning.
SC EFA/EIA Funding Extract	1.7	Select Membership and Attendance extract and Cumulative Class extract for 45 day and 135 day state funding.
EFA/EIA Query	1.5	Query student data based on student EFA/EIA codes and other PowerSchool student data.
SC Incident Management Query	1.7	Query Incident data based on Incident data, student EFA codes, and other PowerSchool student data.

State/Provincial Content: USA-SC 14.7.2.2.1004926.2733

Note the new initializations listed in your State Reports: Add-on Weightings and Miscellaneous SC Fields.

Details of EFA/EIA Default Codes

Field Name	Default Code
Effective Start Date	Assigns the date of the student's initial enrollment in the current school year.
Effective Stop Date	Assigns a blank value.
EFA Primary	Assigns the EFA code corresponding to the student's grade level.
EFA 2 – EFA 10	Assigns a blank value.

The following table lists the default EFA primary codes with their corresponding grade level.

Grade Level	Default EFA Code
-1 (Pre Kindergarten)	No default code
00 (Kindergarten)	K
01-03	P
04-08	EL
09-12	HS

EIA1 <i>(eia_1)</i> <i>[VirtualTablesData2]</i> CHANGE FOR EIA DATA, 2014-15	<p>The EIA1 code entry tab is used to record EIA information for pre-kindergarten students ONLY.</p> <p><u>Each student in Pre-kindergarten should be given an EIA code of EC3 or EC4.</u> (These codes should be used for 3- and 4-year old students enrolled in either a full day or half day program.)</p>
EIA(2 – 10) <i>(efa_2 – efa_10)</i> <i>[VirtualTablesData2]</i> NO LONGER USED TO COLLECT DATA	<p>The EIA2-10 code entries tabs are no longer used to record EIA information for students.</p> <p>End users should <u>not</u> be able to enter data in these cells beginning with 2014-15 school year.</p>
Effective Start Date (EIA Start Date) <i>(START_DT)</i> <i>[VirtualTablesData2]</i>	<p>Enter the effective start date for the student. This is generally the first date in the new school year for students participating in EIA programs.</p>
Stop Date (EIA Stop Date) <i>(STOP_DT)</i> <i>[VirtualTablesData2]</i>	<p>Enter/verify the effective stop date for the student. For specific questions pertaining to a stop date for EIA, review the <i>South Carolina Student Accountability System</i> manuals provided by the Office of Finance or contact this office.</p>

General Demographics Page

Many of the data fields displayed on this page are necessary items for school enrollment. Verify your data for accuracy prior to major uploads since occasionally student data values have changed or in general mistakes can occur when more than one person has write access to student records.

Display Name: Fields Required to be Populated	Internal Field Name	First Due Date	Office Requesting Data
Name (last) ***###	Last_Name	Aug	AS, CT, EC, FP, FN, MC, ST, SI, RDA, IP-E
Name (first) *** ###	First_Name	Aug	AS, CT, EC, FP, FN, MC, ST, SI, RDA, IP-E
Name (middle) ***###	Middle_Name	Aug	AS, CT, EC, FP, FN, MC, ST, SI, RDA, IP-E
Street###	Street	Aug	MC
City###	City	Aug	MC
State###	State	Aug	MC
Zip###	Zip	Aug	MC
Mailing Street	Mailing_Street	Aug	MC
Mailing City	Mailing_City	Aug	MC
Mailing State	Mailing_State	Aug	MC
Mailing Zip	Mailing_Zip	Aug	MC
DOB ***###	DOB	Aug	MC
Ethnicity***	FedEthnicity	Aug	MC
Race***	RaceCd	Aug	MC
Gender***	Gender	Aug	MC
Grade Level***	Grade_Level	Aug	AS, CT, EC, RDA, TE,
Previous Student ID	prevstudentID	QDC1	RDA
SSN ***###	SSN	Sep	CT, EC, VE, MC, RDA
Student Number ***###	Student_Number	Aug	AS, CT, EC, VE, FP, FN, MC, SI, RDA, IP-E

General Demographics

Brumbles, Stacie Cade 10 370000220665 LHS

Name (Last, First Middle) *

Home Address

Street, Apt/Suite

City, State, Zip

Geocode

Mailing Address - Copy From Home Address

Street, Apt/Suite

City, State, Zip

Geocode

Home phone

Age

Aggregate days of membership (YTD)

Area/neighborhood

DOB

Federal Ethnicity and Race

Ethnicity Yes No Is the student Hispanic or Latino?

Race American Indian or Alaska Native Asian Black or African-American Native Hawaiian or Other Pacific Islander White What is the student's race?

Scheduling/Reporting Ethnicity

Father (last, first)

Father's Day Phone

Father's Employer

Father's Home Phone

Gender

Grade Level

Graduation Year

Guardianship

Guardian Email

Mother (last, first)

Mother's Day Phone

Mother's Employer

Mother's Home Phone

Previous Student ID

SSN

Student Number

Ethnicity: You must select Yes or No.
Race: You must select one; you may select more than one.

Note: Father (last, first)
 Mother (last, first)

<p>Student Name Last (Last_Name) First (First_Name) Middle or MI (Middle_Name) <i>[Students(1)]</i></p>	<p>Enter the student's name as indicated using the <u>birth certificate</u> as your official source. If a birth certificate is not available, use an official document sanctioned by your district/school policies. DO NOT ENTER a nickname in quotation marks! Use the SC Additional Information Page to enter a Nickname for the student's name.</p>
<p>Home (Physical Address) Street (Street) City (City) State (State) Zip (Zip) <i>[Students(1)]</i></p>	<p>Enter the street address in addition to the city, state and zipcode where the student physically resides. These fields are also found on the Addresses page.</p>
<p>Mailing Address Street (Mailing_Street) City (Mailing_City) State (Mailing_State) Zip (Mailing_Zip) <i>[Students(1)]</i></p>	<p>Enter the address where the student receives mail. We are more interested in the student's mailing address than the residence address. The SCDE uses the mailing address to determine the number of report cards to produce. These fields are also found on the Addresses page.</p>

DOB <i>(DOB)</i> <i>[Students(1)]</i>	Enter and verify the date of the student’s birth: mm/dd/yyyy format. Be careful not to enroll students who have not yet been born. Also, be careful of students who are 30 or 40 years of age.
Ethnicity <i>(FedEthnicity)</i> <i>[Students(1)]</i>	Ethnicity If the student is Hispanic or Latino, select the checkbox labeled “Yes.” The default is “No.”
Race (Codes) <i>(RaceCd)</i> <i>[StudentRace(201)]</i>	Race Codes Select all applicable checkboxes from the “Race” area. The following is the logic used for the five racial categories for the State Report Card: The priority order by race is H, B, I, A/P or W. Students are counted only one time and if multi-racial only for the race that has the highest priority. If Hispanic/Latino Indicator = 1, then Race = H; Else, if RaceB = 1, then Race = Black; Else, if RaceI = 1, then Race = American Indian; Else, if RaceA or Race P = 1, then Race = Asian/Pacific Islander; Else, if RaceW = 1, then Race = White; There is no multi-racial category currently being calculated for State Report Card calculations.
Scheduling/Reporting Ethnicity <i>(PrimaryEthnicity)</i> <i>[Students(1)]</i> SCDE does not collect this data field: FOR DISTRICT USE	<u>For district use:</u> Select an appropriate scheduling/reporting ethnic code. The parent should provide the primary ethnicity upon registration or verification of the child’s data. If a parent or guardian does not or refuses, then the student can indicate the ethnicity and race. The following are the only federally approved ethnic codes to use (note that a <u>blank is an invalid value for PowerSchool</u>): <ul style="list-style-type: none"> • American Indian (I) • Asian (A) • Black or African American (B) • Hispanic or Latino (H) • Hawaiian or Other Pacific Islander (P) • Two or More Races (M) • White (W) *Note: SCDE offices no longer collect the value entered for the Scheduling/Reporting Ethnicity field. However, schools will need to populate this field since scheduling/reporting ethnicity codes are used to collect individual student and staff level ethnicity data for scheduling and preconfigured reporting within the PowerSchool tool.
Gender <i>(Gender)</i> <i>[Students(1)]</i>	Select the appropriate gender for the student: F – female or M – male.
Grade Level <i>(Grade_Level)</i> <i>[Students(1)]</i> <div style="border: 1px solid black; padding: 5px; display: inline-block;"> Special Note </div>	Enter the grade level to which the student is assigned for this school. If a student is assigned to a school for which the grade level cannot accurately display the student’s “correct” grade level, then <u>assign the highest grade level in the range for this specific school</u> . Note: The Office of Special Education Services requires that you provide the “true” grade level when you code the Instructional Setting for a student who is currently receiving special education services and who has an Individualized Education Program (IEP) in effect. When such special programs to which the student is assigned are offered at a physical location different from the student’s home school; and grade levels for this other location cannot correctly indicate true grade level, you will need to populate the student’s “True Grade” field on the SC Additional Student Information page.
Graduation Year <i>(Graduation_Year)</i> <i>[Students(1)]</i>	Enter the <u>projected</u> year the student will complete requirements for graduation. Note: A similar field, Grad Date (SC_GradDate) is displayed on the custom SC Additional Student Information Page and is a field listed for quarterly collections (QDC 1-4). This SC_GradDate field is linked to the “Graduation Date” information for SC high school

	transcripts. This SC_GradDate is necessary for the final transcript archived at the end of a student's career in the high school.
SSN <i>(SSN)</i> <i>[Students(1)]</i> <i>SCDE does not require that you populate this field; however, if you enter an accurate data value you will get better results when you need to match the Student State ID.</i>	Enter a valid SSN for the student. This data element must be the identification number assigned to <u>this</u> student by the Social Security Administration. It should <u>not</u> be a sibling's SSN, a parent's SSN or a fictitious SSN. Leave the field blank if an accurate SSN is not available. Carefully consider security and user access to this field. Note: A district may not deny a student enrollment due to the lack of proof of immigration status, and a district should not request that information of the parent. Specifically, Social Security Cards or numbers are not required, nor must parents be required to present South Carolina drivers licenses for their proof of residency. Student Social Security Numbers, when available, are used for data analyses purposes only and are never published as part of any reports released by the SC Department of Education.
Student Number <i>(Student_Number)</i> <i>[Students(1)]</i>	This is a 5-digit PowerSchool number, automatically assigned during enrollment of a student entering a school. Note that during the conversion process from SASI to PS, some districts chose to keep the perm number that was assigned by the SASI software for their students; thus for some students a 12-digit number may populate this field.
Previous Student ID <i>(prevstudentID)</i> <i>[Students(1)]</i>	Enter a student number previously used for identification, especially for testing (Assessment) purposes.

Historical Grades Page

The following fields are collected for specific reports requiring information on student progress:

Display Name: Fields Required to be Populated	Internal Field Name	First Due Date	Office Requesting Data
Course Name	Course_Name	QDC	AS, CT, FP, FN, SI, IP-E, TE
Crs#	Course_Number	QDC	CT, SI
Earned Credit Hours	EarnedCrHrs	Sep	CT, SI
Exclude from class rank?	ExcludeFromClassRank	QDC	RDA
Exclude from GPA?	ExcludeFromGPA	Sep	RDA
Exclude from honor roll?	ExcludeFromHonorRoll	QDC	RDA
Grade	Grade	Sep	CT, SI
Hist. Grade Level	Grade_Level	QDC	AS, EC, MC, SI,TE
Percent	Percent	QDC	RDA
Potential Credit Hours	PotentialCrHrs	Sep	SI
School name	SchoolName	Sep	RDA
School Year	TermID	Sep	SI
Store Code	StoreCode	Sep	SI
Teacher Name	Teacher_Name	Sep	EC,FP,FN

Programs requiring measurement of yearly progress can use Course History as one method of measurement. The following are state regulations that schools must follow to provide accurate student records:

- In regulation 43-234 the following stipulations address courses for high school:

“D. Course Records for Students

- Each district superintendent must verify the accuracy of course records for students.
- The name and code number of every course that each student takes must be entered into the student data collection system active master scheduler at the time the student takes the course. Courses may not be added to the student’s course history (transcript) without first being entered into the scheduler.
- Courses offered in nontraditional settings such as online courses, courses offered in conjunction with a college or technical college (i.e., dual credit), and courses offered by the school through the district, state, or another type of provider must be included in the active master scheduler.”

- The following regulation 43-231 address student grade data for elementary students:

“VI. Student Records

- Each school shall have an appropriate means of reporting academic achievement to parents.
- The district shall maintain accurate student data according to the pupil accounting system prescribed by the State Department of Education. A record of all dropouts shall be filed by school, grade, race and sex. The superintendent shall verify the accuracy of the enrollment attendance, membership by category, and dropout reports submitted to the Office of Finance, State Department of Education.”

- The following regulation 43-232 covers middle school students:

“V. Student Records

- Each school shall have an appropriate means of reporting academic achievement to parents.
- The district shall maintain accurate student data according to the pupil accounting system prescribed by the State Department of Education. A record of all dropouts shall be filed by school, grade, race and sex. The superintendent shall verify the accuracy of the enrollment attendance, membership by category, and dropout reports submitted to the Office of Finance, State Department of Education.”

- **SECTION 59-5-65.** Powers and responsibilities of State Board of Education.

(7) By January 1, 1986, establish criteria for promotion of students to the next higher grade.

In grades 1, 2, 3, 6, and 8, a student's performance on the Basic Skills Test of reading shall constitute twenty-five percent of the assessment of his achievement in reading and his performance on the Basic Skills Test of mathematics shall constitute twenty-five percent of the assessment of his achievement in mathematics. The State Board of Education shall specify other measures of student performance in each of these subjects which shall constitute the remaining seventy-five percent of the student's assessment.

Any student who fails to meet the criteria established by the Board for promotion to the next higher grade must be retained in his current grade or assigned to a remedial program in the summer or in the next year. Students assigned to the remedial program must meet the minimum criteria established by the Board for his current grade at the conclusion of the remedial program to be promoted to the next higher grade. All handicapped students as defined by federal and state statutes and regulations are subject to the provisions of this section unless the student's individual education plan (IEP) as required by Public Law 94-142 defines alternative goals and promotion standards.

Nothing in this sub-item shall prohibit the governing bodies of the school districts of this State from establishing higher standards for the promotion of students.

According to the Uniform Grading Policy the system applies to High School and others that offer Carnegie units.

- **GRADE DATA:**

“The uniform grading scale and the system for calculating GPAs and class rank will apply to all courses carrying Carnegie units, including units earned at the middle or junior high school level. All report cards and transcripts will use numerical grades for courses carrying Carnegie units. Transcripts and report cards will specify the course title and the level or type of course the student has taken (e.g., English I, Algebra 2 honors, AP U.S. History). The grading scale must be printed on the report card.”

Note: Final grades greatly impact a student’s end-of-year (final) transcript which is often used to determine a student’s acceptance into colleges, universities, tech schools, or other higher learning institutions. The transcript also serves as a basis upon which scholarships are determined/granted; and in particular, SC Scholarships (Palmetto Fellows, LIFE, and HOPE). Using the Stored Grades process in PowerSchool automates the movement of final term grades from the PowerTeacher grade book to PowerSchool, eliminating any manual data entry. Teacher verification of their course’s historical grade data stored in PowerSchool for each student is extremely important since any changes in the gradebook are not reflected in the historical grade data after the storing process is completed for each term.

However, when a student transfers into a school from outside the district or state, the guidance counselor or registrar must evaluate the student’s transcript and match as closely as possible the courses, credits, grades, etc. provided by the previous school. It is critical that ANY data values manually entered follow the Uniform Grading Policy and are verified for accuracy prior to printing reports for any reason.

The Office of Student Intervention must meet annual reporting requirements of the US Education Department for student grade data. Thus for all students (elementary, middle, high) who participate in 21st Century Community Learning Centers (21st CCLC) programs, the SCDE through the Office of Student Intervention Services needs quarter/semester and final grades in core courses: ELA, reading, and math are the required subject areas.

Complete Academic Record - Detail View															
Bethwood, Talia Ashton 11 10300 LHS															
Multiple New Entries			Single New Entry			Previous School Names				Normal View					
Year/Term	Grd Lvl	Crs #	Course Name	Store Code	Grade	Earned Credit	Pot. Credit	Earns Grad Credit	GPA	Class Rank	Honor Roll	Transcripts	Exclude from	Credit Type	Grade Suppression Code
13-14 S1	11	411300CW	Algebra III	Q1	89	0	0							HS,C,X	
13-14 S1	11	301301CW	English 11	Q1	89	0	0							HS,A	
13-14 YR	11	08660011	Homeroom 11	Q1	-	0	0		Yes	Yes	Yes				
13-14 S1	11	344201CW	PE 2	Q1	90	0	0							HS,P,X	
13-14 S1	11	365201CW	Spanish 2	Q1	78	0	0							HS,T,X	
12-13 S1	10	322102CW	Biology 1	E1	84	0	0								
12-13 S1	10	301202CW	English 10	E1	85	0	0								
12-13 S1	10	561201CW	Small Animal Care	E1	-	0	0		Yes						
12-13 S1	10	365101CW	Spanish 1	E1	74	0	0								
12-13 S2	10	560000CW	Ag Business and Marketing 1	F1	92	1	1	Yes						HS,T,X	
12-13 S2	10	411202CW	Algebra II	F1	89	1	1	Yes						HS,C,X	
12-13 S1	10	322102CW	Biology 1	F1	76	1	1	Yes						HS,E	
12-13 S2	10	354001CW	Chorus	F1	93	1	1	Yes						HS,X	
12-13 S1	10	301202CW	English 10	F1	86	1	1	Yes						HS,A	
12-13 YR	10	08660010	Homeroom 10	F1	-	0	0		Yes						
12-13 S2	10	565002CW	Intro to Hort.	F1	98	1	1	Yes						HS,T,X	
12-13 S1	10	561201CW	Small Animal Care	F1	98	1	1	Yes						HS,T	
12-13 S1	10	365101CW	Spanish 1	F1	76	1	1	Yes						HS,T	
12-13 S1	10	322102CW	Biology 1	Q1	72	0	0								
12-13 S1	10	301202CW	English 10	Q1	80	0	0								

School (SchoolName) [Storedgrades(31)]	This should be the name of the school where the student received the grade for this course. This is the school where the class was actually taken.
School year (TermID) [Storedgrades(31)]	This should be the school year and term during which the student received the final grade (F1) for this course.
Store code (StoreCode) [Storedgrades(31)]	The store code appears based on the setup for grades.
Hist(orical) grade level (Grade_Level) [Storedgrades(31)]	The grade level in which the student enrolled in the course.
Course name (Course_Name) [Storedgrades(31)]	SCDE provides the Short Course Title for the Course Name field. Reference the Activity Codes Manual for accurate codes for this course name.
Course number (Course_Number) [Storedgrades(31)]	The number of the course (or course code) for which the student earned the grade.
Teacher name (Teacher_Name) [Storedgrades(31)]	This should be the name of the teacher of the course section.
Grade (Grade) [Storedgrades(31)]	Indicates the final grade in numerical format earned by the students for this course. Note: The grade does not automatically change with the percentage and vice versa. If the situation should arise that you edit a stored grade (VERY UNUSUAL and must be documented carefully to avoid legal issues), you must also manually change the percent field to match.
Percent (Percent) [Storedgrades(31)]	You can enter the percent grade the student earned.
Earned credit hours (EarnedCrHrs) [Storedgrades(31)]	Indicates the number of credit hours the student received for passing the course; a failing grade (69 or below) must have a zero for earned credit.

Potential credit hours <i>(PotentialCrHrs)</i> <i>[Storedgrades(31)]</i>	Enter the total number of credit hours the student could have earned in the course.
Credit type <i>(Credit_Type)</i> <i>[Storedgrades(31)]</i>	<p>Verify the subject area and grade level codes used for each course.</p> <p>Credit Types allow courses to be grouped together. Each course can be associated with one or more credit types. Listed below are credit types specific to South Carolina schools (primarily for high school courses) for both subject and grade levels:</p> <ul style="list-style-type: none"> • A – English/Language Arts • C – Mathematics • E – Science • H – US History and Constitution • J – Economics • K – US Government • L – Other Social Studies • P – Physical Ed or Jr ROTC • R – Computer Science – Keyboard • T – Foreign Language or CATE • X – Electives • ES – Elementary School • MS – Middle School • HS – High School (Optional – MS for Middle School; ES for Elementary)
Exclude from GPA? <i>(ExcludeFromGPA)</i> <i>[Storedgrades(31)]</i>	Select the option to either include or exclude the grade from the GPA calculation for this student.
Exclude from class rank? <i>(ExcludeFromClassRank)</i> <i>[Storedgrades(31)]</i>	Select the option to either include or exclude the grade from the class rank for this student.
Exclude from honor roll? <i>(ExcludeFromHonorRoll)</i> <i>[Storedgrades(31)]</i>	Select the option to either include or exclude the grade from the honor roll for this student.

Homeless Student Information Page

A student’s homeless status will be indicated by the value in the primary nighttime residence field, which will be left blank (default) for students who are NOT homeless.

Display Name: Fields Required to be Populated	Internal Field Name	First Due Date	Office Requesting Data
Primary Night Time Residence	SC_Night_Residence	QDC1	VE, FP, RDA
Served by McKinney-Vento	SC_McKinney-Vento_Serv	QDC1	VE, FP, RDA
Unaccompanied Youth	SC_Unaccomp_Youth	QDC1	VE, FP, RDA

Prior to start of a new school year, you should clear the contents of the homeless related data fields that reside on the “Homeless Student Information” custom page. Once coded as homeless, a student’s status remains as such for the duration of the current school year. The status must then be return to “blank” at the start of the new school year. This process of resetting homeless codes may be accomplished via the use of DDE. The homeless related fields are named as follows:

- SC_Unaccomp_Youth
- SC_McKinney_Vento_Serv
- SC_Night_Residence

Start Page → Student Selection → Custom Screens → Homeless Student Information

Served by McKinney-Vento <i>(SC_McKinney-Vento_Serv)</i> <i>[Students(1)]</i>	This selection IS collected by SCDE for federal reporting. Drop-Down selections for Served by McKinney-Vento: (1) the default of “blank” means No (2) Y means Yes. Select Yes for students who are receiving services under the McKinney-Vento Program; otherwise, the field remains blank (default).
Primary Night Time Residence <i>(SC_Night_Residence)</i> <i>[Students(1)]</i>	Homeless status will be indicated by the value in the primary nighttime residence field, which will be left blank (default) for students who are NOT homeless. The primary nighttime residence should be the student’s nighttime residence at the time of enrollment or when he or she was first identified as homeless. Select the primary nighttime residence for the student from permitted values below: <ul style="list-style-type: none"> • S – Shelters, transitional housing, awaiting foster care • D – Doubled–up means sharing the housing of other persons due to economic hardship, loss of housing or other reasons (such as domestic violence).

	<ul style="list-style-type: none"> • U – Unsheltered includes cars, parks, campgrounds, temporary trailers including FEMA trailers, or abandoned buildings • H – Hotels/motels
<p>Unaccompanied youth <i>(SC_Unaccomp_Youth)</i> <i>[Students(1)]</i></p>	<p>Select Yes from the drop-down list; otherwise, the field should remain blank (default).</p> <p>A homeless unaccompanied youth is a youth who is not in the physical custody of a parent or guardian and who fits the McKinney-Vento definition of homeless.</p> <p>There is no age range specified for an unaccompanied youth in the law. The upper age range is determined by what a state defines as school aged, unless the child is in special education in which case, the upper age range is twenty-one (21) years of age. There is no lower age range. Therefore, as an example, a young child not in the physical custody of a parent or guardian, though living with a caregiver, and is living in a situation that is not fixed, regular, and adequate, would be identified as a homeless unaccompanied youth.</p>

IGP Page

The customized PowerSchool tools through which you enter data values for data collection purposes include the IGP Curriculum Manager and the IGP Success Planner.

Display Name: Fields Required to be Populated	Page	Table	Internal Field Name	First Due Date	Office Requesting Data
Academic Year	Individual Graduation Plan (Step 1 tab)	VirtualTablesData3 where related_to_table = 'CAS_IGP_Master'	Academic_Year	QDC1	SI
Academy	Individual Graduation Plan (Step 2 tab)	VirtualTablesData2 where related_to_table = 'CAS_IGP_LU_AreaOfStudy'	Academy	QDC1	SI
Career Goal	Individual Graduation Plan (Step 1 tab)	VirtualTablesData3 where related_to_table = 'CAS_IGP_Master'	Career_Goal	QDC1	SI
Cluster	Individual Graduation Plan (Step 2 tab)	VirtualTablesData2 where related_to_table = 'CAS_IGP_LU_AreaOfStudy'	Cluster	QDC1	SI
IGP is Locked	IGP Home	VirtualTablesData3 where related_to_table = 'CAS_IGP_Master'	user_defined_numeric	QDC1	SI
In Attendance	Individual Graduation Plan (Step 1 tab)	VirtualTablesData3 where related_to_table = 'CAS_IGP_Master'	In_Attendance_Type	QDC1	
Major	Individual Graduation Plan (Step 2 tab)	VirtualTablesData2 where related_to_table = 'CAS_IGP_LU_AreaOfStudy'	Major	QDC1	SI
Occupations	Individual Graduation Plan (Step 4 tab)	VirtualTablesData3 where related_to_table = 'CAS_IGP_Master'	Occupations	QDC1	SI
Participation Venue	Individual Graduation Plan (Step 1 tab)	VirtualTablesData3 where related_to_table = 'CAS_IGP_Master'	Participation	QDC1	SI
Plan name	Individual Graduation Plan (Step 1 tab)	VirtualTablesData3 where related_to_table = 'CAS_IGP_Master'	Title	QDC1	SI
Postsecondary Majors	Individual Graduation Plan (Step 4 tab)	VirtualTablesData3 where related_to_table = 'CAS_IGP_Master'	Postsecondary_Majors	QDC1	SI

Postsecondary Plans	Individual Graduation Plan (Step 1 tab)	VirtualTablesData2 where related_to_table = 'CAS_IGP_LU_Participation'	user_defined_text	QDC1	SI
Postsecondary Schools	Individual Graduation Plan (Step 4 tab)	VirtualTablesData3 where related_to_table = 'CAS_IGP_Master'	Postsecondary_Schools	QDC1	SI

You can download the guides that provide step-by-step instructions for using the tools from the web pages: <http://ed.sc.gov/agency/programs-services/174/Pathways/Counselors.cfm> or get updates for this tool through PowerSource: <https://powersource.pearsonschoolsystems.com/dir/7649> .

Your SCDE point of contact in the Office of Student Intervention Services is Dr. Sabrina Moore, 803-734-8433 or email smoore@ed.sc.gov .

For background information review documentation provided on the SCDE website: The Education and Economic Development Act (EEDA), "Personal Pathways to Success" is a program designed to prepare South Carolina students for the workforce and post-high-school education through early career planning and an individualized curriculum.

Start Page → IGP Student Selection → Success Planner → IGP Home

<p>IGP is Locked <i>(user_defined_numeric)</i> <i>[VirtualTablesData3 where related_to_table = 'CAS_IGP_Master']</i></p>	<p>Select to lock the IGP.</p> <p>Note: Data <u>cannot</u> be collected from locked IGPs; however, data <u>can</u> be collected from IGPs that have been locked AND made primary.</p>
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IGP Step 1:

Start Page → Student Selection → IGP Home → Individual Graduation Plan

Plan Name Step 1 Tab <i>(Title)</i> <i>[VirtualTablesData3 where related_to_table = 'CAS_IGP_Master']</i>	Enter the name of the IGP.
Academic Year Step 1 Tab <i>(Academic_Year) [VirtualTablesData3 where related_to_table = 'CAS_IGP_Master']</i>	Enter the school year in which the IGP was created. For example, the IGP created in 2013-2014 for the 2014-15 school year will have a value of 2013.
In Attendance Step 1 Tab <i>(In_Attendance_Type)</i> <i>[VirtualTablesData3 where related_to_table = 'CAS_IGP_Master']</i>	Enter the names of the persons in the IGP meeting.
Participation Venue Step 1 Tab <i>(Participation)</i> <i>[VirtualTablesData3 where related_to_table = 'CAS_IGP_Master']</i>	Enter the selection from the dropdown; the venues are stored in the CAS_IGP_LU_Participation table.
Career Goal Step 1 Tab <i>(Career_Goal)</i> <i>[VirtualTablesData3 where related_to_table = 'CAS_IGP_Master']</i>	Enter the career goal of the student.
Postsecondary Plans Step 1 Tab <i>(user_defined_text)</i> <i>[VirtualTablesData2 where related_to_table = 'CAS_IGP_LU_Participation']</i>	Enter selection; i.e., Military, Two-Year College/Technical Training, Four-Year College, or Workforce/Apprenticeship. You may choose zero to all options.

IGP Step 2:

Start Page → Student Selection → IGP Home → Individual Graduation Plan

Individual Graduation Plan

Bryant, Skylar Carol 12 370000220750 LHS

Step 1 Step 2 Step 3 Step 4 IGP Resources

Add Majors

When you select a major from the list, it will create the record automatically.

Select Academy ▼

Existing Majors

Major Name	Sort Order	
Health Science Focus	0 <input type="text"/>	Delete This Major
Health Science Focus	0 <input type="text"/>	Delete This Major

[Save and Next](#)

<p>Cluster Step 2 Tab <i>(Cluster)</i> <i>[VirtualTablesData2 where related_to_table = 'CAS_IGP_LU_AreaOfStudy']</i></p>	<p>Select the unique id from the CAS_IGP_LU_Cluster Table.</p>
<p>Academy Step 2 Tab <i>(Academy)</i> <i>[VirtualTablesData2 where related_to_table = 'CAS_IGP_LU_AreaOfStudy']</i></p>	<p>Select the unique id from the CAS_IGP_LU_Academy Table.</p>
<p>Major Step 2 Tab <i>(Major)</i> <i>VirtualTablesData2 where related_to_table = 'CAS_IGP_LU_AreaOfStudy']</i></p>	<p>(Step 2): Select the name of the major aligned with the cluster the student has chosen.</p>

IGP Step 4:

Start Page → Student Selection → IGP Home → Individual Graduation Plan

Individual Graduation Plan

Bryant, Skylar Carol 12 370000220750 LHS

Step 1 Step 2 Step 3 Step 4 IGP Resources

Interests from Career Exploration and Planning

Link	Description
Occupations	<input type="text"/>
Entrepreneurship Interests	<input type="text"/>
Postsecondary Majors	<input type="text"/>
Postsecondary Schools	<input type="text"/>
South Carolina Colleges and Universities	http://www.che.sc.gov/InfoCntr/Coll_Univ.htm
South Carolina Occupational Information System	https://sccis.intocareers.org
Planning Notes	Alternate Courses: Intro. to Horticulture, Animal Science
Parent/Guardian Signature	<input type="text"/>

[Save without Locking](#) [Save and Lock](#)

(Select) Academy Step 4 Tab <i>(Occupations)</i> <i>[VirtualTablesData2 where related_to_table = "User Defined Text"]</i>	Enter the Academy name.
Postsecondary Majors Step 4 Tab <i>(Postsecondary_Majors)</i> <i>[VirtualTablesData3 where related_to_table = 'CAS_IGP_Master']</i>	(Step 4): Indicate the majors the student is considering pursuing in college.
Occupations Step 4 Tab <i>(Occupations)</i> <i>[VirtualTablesData3 where related_to_table = 'CAS_IGP_Master']</i>	Enter the occupations the student is considering.
Postsecondary Schools Step 4 Tab <i>(Postsecondary_Schools)</i> <i>[VirtualTablesData3 where related_to_table = 'CAS_IGP_Master']</i>	Enter the school(s) the student is considering attending upon graduation from high school.

Incident Management Page

Data values reported in Incident Management Pages in PowerSchool are required to complete federal and state reporting through the offices of Research and Data Analysis and Student Intervention Services.

NOTE: There are no changes for 2014-15.

Display Name: Fields Required to be Populated	Internal Field Name	Table	First Due Date	Office Requesting Data
Action code	Lu_Sub_Code_ID where Code_Type = 'actioncode'	Incident_Detail	QDC1	AS, EX, SI
Behavior code	Lu_Sub_Code_ID where Code_Type = 'behaviorcode'	Incident_Detail	QDC1	AS, EX, SI
Duration code	Lu_Sub_Code_ID where Code_Type = 'durationcode'	Incident	QDC1	EX, SI
Incident Date	incident_ts	Incident	QDC1	EX, SI
Incident ID	Incident_ID	Incident	QDC1	AS, EX, SI
Incident Type	Lu_Sub_Code_ID where Code_Type = 'incidenttypecode'	Incident_Detail	QDC1	EX, SI
Location code	Lu_Sub_Code_ID where Code_Type = 'locationcode'	Incident_Detail	QDC1	AS, EX, SI
Object code	Incident_Object_ID	Incident_Object	QDC1	EX, SI
Participation Attributes	Incident_Person_Role_ID	Incident_Personal_Detail	QDC1	EX, SI
Person Marked as Unknown	IS_Unknown	Incident_Person_Role	QDC1	EX, SI
Primary Behavior	Primary_indicator	Incident_Detail	QDC1	EX, SI
School	School_Number	Incident	QDC1	AS, EX, SI
Time Frame	Lu_Sub_Code_ID where Code_Type = 'timecode'	Incident	QDC1	EX, SI

Incident Details are defined in the Incident Management documentation posted on the web pages for the SCDE Office of Student Intervention. These guides provide step-by-step instructions on how to enter your data values:

- PowerSchool Incident Management User Training and Reference Guide (September 2013) (1.5 Mb PDF)
- Incident Management Training (September 2013) (699 Kb PDF)
- Incident Management Frequently Asked Questions (177 Kb PDF)

Over the years data requirements may change to meet additional federal and state regulations. Please reference the setup and use of the details using the most current information. Your contacts for content questions are as follows:
 Sabrina Moore, Director, Student Intervention Services, 803-734-8433, smoore@ed.sc.gov
 Aveene Coleman, Education Associate, Student Intervention Services, 803-734-3057, acoleman@ed.sc.gov
 Kim Smith, Education Associate, Student Intervention Services, 803-734-8113, kwsmith@ed.sc.gov, and the Office of Special Education Services.

Changes during the 2013-14 school year included in the SC State Reporting release were these:

- **Action code – CCS (Concurrent Suspension)**
- **Action code – REX (Recommended for Expulsion)**
- **Sub code 012 Harassment:**
 - **HSR – Due to Race of Victim**
 - **HSD – Due to Disability of Victim**
 - **HSG – Due to Gender of Victim**
 - **HSE – Due to Religion of Victim**
 - **HSU – Other/Unknown**
 -

You may NOT create additional incident sub-codes in the Incident Management system. If you have suggestions for any specific type of incident not already covered in the provided list, contact SCDE Student Intervention Services.

NOTE: Individual entry per student is required for accurate truancy reporting. **Please do NOT** use one code entry instance for multiple student entries for truancy incidents. This practice does not adhere to written SCDE procedure and provides invalid truancy summary data for edFACTS and other state and federal reporting. This is true for any incident for an individual student.

However, when two or more offenders are involved in the same incident, all students are added to the one incident you are reporting. Refer to the above listed FAQ document for more specific scenarios.

Start Page → Student Selection → Incidents → Incident List

The screenshot displays the 'Incident Details' form. At the top, it shows the breadcrumb 'Start Page > Student Selection > Incident List > Incident Details'. The incident is for 'Black, Tiffany Avery' (ID: 370000220547) at 'LHS'. The incident ID is 9217. The school is 'Longwood High School'. The incident type is 'Discipline'. The incident date is '10/24/2012' at '02:52 PM'. The time frame is 'During School Hours' and 'DCL-During Class'. The title is '210 Profanity 10 demerits' and the description is 'Yelled out profanity'. The location is 'Classroom'. There are text areas for 'Time Frame Comment', 'Location Comment', and 'Location Description', each with a '512 characters left' indicator. A 'View Change History' button is visible in the top right of the incident description section.

Lunch Page

Display Name: Fields Required to be Populated	Internal Field Name	First Due Date	Office Requesting Data
Lunch Status	LunchStatus	Sep	AS, CT, ED, VE, FN, MC, SI, RDA, IP-E, TE

Start Page → Student Selection → Lunch

<p>Lunch Status (LunchStatus) [Students(1)]</p> <p>(Free Meals Program)</p> <p>2014-15 CHANGE for CEP School or District Participation</p>	<p>The Meals drop-down field allows you to indicate whether the student is eligible or not eligible for free or reduced meals. <u>A blank is an invalid value.</u> You must select one of the following:</p> <ul style="list-style-type: none"> • P – Full Pay • R – Reduced • F – Free <p>Note: Contact your district office for appropriate coding for lunch status should you have questions concerning how to code your students.</p> <ul style="list-style-type: none"> • “CEP” schools will populate the lunch status field as F – Free for ALL students in the school. • “CEP” districts will populate the lunch status field as F – Free for ALL students in all schools in the district. • Schools and/or districts not participating in the CEP program will continue to populate the lunch status field as F, R or P as determined by the application for subsidized meals.
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Other Information Page

Though SCDE collects only a student's primary language, you will want to note the Exclude From Class Ranking checkbox on this page.

Display Name: Fields Required to be Populated	Internal Field Name	First Due Date	Office Requesting Data
Primary Language	primarylanguage	QDC1	EC, VE, RDA

NOTE: There are no changes for 2014-15.

Start Page → Student Selection → Other Information

The screenshot shows the 'Other Information' form for a student named Autry, Wilma Adell. The 'Primary Language Code' dropdown is set to '(blank) - English' and is circled in red. The 'Exclude From Class Ranking' checkbox is checked and circled in blue. Other fields include 'Date of Entry into USA', 'AFDC Application Number', 'AFDC Approved', 'Secondary Language Code', 'Fee Exemption Status', 'Other Alert', 'Other Alert Text', and 'Alert Expires (Date)'. A 'Submit' button is located at the bottom right of the form.

Primary Language Code <i>(primarylanguage)</i> <i>[Students(1)]</i>	Enter the primary language in which student is <u>most</u> fluent. Use only those language codes that have been standardized by the SCDE: <ul style="list-style-type: none"> • Blank - English • ARB - Arabic • CMB - Cambodian • CNT - Cantonese • FRN - French • GJR - Gujarati • GRM - German • HMN - Hmong • HND - Hindi • JPN - Japanese • KRN - Korean • MND - Mandarin • OTH - Other • PRT - Portuguese • RSN - Russian • SPN - Spanish • TGL - Tagalog • VTN - Vietnamese
Date of Entry into US <i>(Dateofentryintousa)</i>	You should ignore this field (per federal guidelines).

<p><i>[Students(1)]</i></p> <p>SCDE does not collect this data value.</p>	<p>Instead you will need to populate the “US Sch Entry Date,” a custom field specific to SC data collection located on the SC Additional Student Information page.</p>								
<p>Exclude from Class Ranking <i>(Exclude_fr_rank)</i> <i>[Students(1)]</i></p> <p>2014-15 Change for Diploma Type Data Values</p>	<p>Check this box for students who should <u>not</u> be included in the class rank. You must know when to use this box for filtering groups/students.</p> <p>NOTE: When filtering student records for your list of potential SC scholarship recipients, <u>do not check</u> this box for students whose Diploma Type value is “State of SC Diploma.” Check this box for students whose SC Diploma type value is “State of SC Certificate” (through 2013-14) or “District Award Document.” You will find the Diploma Type field on the SC Additional Student Information page.</p> <div data-bbox="586 596 1373 701" style="border: 1px solid black; padding: 5px;"> <table border="1"> <tr> <td>Bus 1</td> <td>(blank) - None</td> </tr> <tr> <td>Diploma Type (for Transcript)</td> <td>F - State of SC Diploma</td> </tr> <tr> <td>Orig Entry Date (Current School)</td> <td>H - State of SC Certificate</td> </tr> <tr> <td></td> <td>N - District Award Document</td> </tr> </table> </div>	Bus 1	(blank) - None	Diploma Type (for Transcript)	F - State of SC Diploma	Orig Entry Date (Current School)	H - State of SC Certificate		N - District Award Document
Bus 1	(blank) - None								
Diploma Type (for Transcript)	F - State of SC Diploma								
Orig Entry Date (Current School)	H - State of SC Certificate								
	N - District Award Document								

Parents (or Guardian Information)

Since a student may live with one of several persons during a given time span depending on home and family circumstances, you will want to populate fields with data values most current and appropriate for the safety and security of the student. Complete the cells with information that will assist school personnel with a student's well-being. You may need to include the information for mother, father, and / or guardian (s). Currently there are several pages that provide fields in which you can enter necessary information for contacting persons responsible for the student.

The Parents Page is a base PowerSchool page that provides a location for parent or guardian information. When you enroll a new student (Enroll a New Student Page) in PowerSchool, you should enter the last name and first name for both the mother and the father. However, if the student resides with a guardian, enter the name (last, first, middle) for the guardian who is primarily responsible for the student and leave the mother and father fields blank. When the parent or guardian names, addresses, email addresses, etc. are entered on this initial student enrollment page, they will appear on the Parent Page and the Parent Information Page (State/Province – SC). You will need to enter the Contact information for Contacts 1-5 on the SC Parent Information custom page; however, as appropriate for each student.

Display Name: Fields Required to be Populated	Internal Field Name	First Due Date	Office Requesting Data
Contact 1 Name	cnt1_fname	QDC1	EC
Contact 1 Name (last name)	cnt1_lname	QDC1	EC
Contact 2 Name	cnt2_fname	QDC1	EC
Contact 2 Name (last name)	cnt2_lname	QDC1	EC
Contact 3 Name	cnt3_fname	QDC1	EC
Contact 3 Name (last name)	cnt3_lname	QDC1	EC
Contact 4 Name	cnt4_fname	QDC1	EC
Contact 4 Name (last name)	cnt4_lname	QDC1	EC
Contact 5 Name	cnt5_fname	QDC1	EC
Contact 5 Name (last name)	cnt5_lname	QDC1	EC
Father's Name	Father	QDC1	EC
First	Guardian_FN	QDC1	EC, MC
Follows Name no Label	cnt1_rel	QDC1	EC
Last	Guardian_LN	QDC1	EC, MC
Living With	Cnt1_RecvMail	QDC1	EC, MC, RDA
Middle	Guardian_MN	QDC1	EC, MC
Mother's Name	Mother	QDC1	EC
Receive Mailings	cnt2_recvmail	QDC1	EC
Receive Mailings	cnt3_recvmail	QDC1	EC
Receive Mailings	cnt4_recvmail	QDC1	EC
Receive Mailings	cnt5_recvmail	QDC1	EC
Relationship Code	cnt2_rel	QDC1	EC
Relationship Code	cnt3_rel	QDC1	EC

Relationship Code	cnt4_rel	QDC1	EC
Relationship Code	cnt5_rel	QDC1	EC

Start Page → Student Selection → Parents

PowerSchool
 Welcome, Louise James | Help | Sign Out
 School: District Office Term: 13-14 Quarter 2

Start Page > Student Selection > Parents

Parents
 Causey, Beverly Louise 11 10590 LHS

Parent Information

Mother's Name
 Daytime Phone

Father's Name
 Daytime Phone

Guardian Name & Info

Last, First, Middle
 Daytime Phone Relationship Code

Previous Guardian Info

Single Parent Household

Guardian Email

Guardian's Email Address:

Guardian Alert

Note: Mother's Name: Lastname, Firstname and/or Father's Name: Lastname, Firstname OR Guardian's Name: Lastname, Firstname, Middle

The Parent Information Page is a custom page that was built to accommodate data from SASI during the initial implementation phase of PowerSchool. There are fields on this page that do not link appropriately to send emails, etc. SCDE is currently working with Pearson to build a better custom page that will use the same internal field names so current data will move forward with any custom changes. Until this job is completed the collected data will be gathered from several pages that display parent information with in your instance of PS.

Parent Information Page

This custom page should currently be listed on the State/Province-SC page; and it should not be listed under the "Custom Pages" (left side of the page).

Quick Lookup
Print A Report
Switch Student
List (130)
Information
Access Accounts
Addresses
Custom Screens
Demographics
Emergency/Medical
Family
Health
Modify Info
Other Information
Student Email
Parents
Photo
State/Province - SC

Student Screens
List (130)
APEX
Graduation
Lockers
Lunch Status
Parking Pass
SC3 District Items
Student Phone Numbers

No longer listed here...

South Carolina State Information
State ID
Include this student in State Reporting
Self Contained Date
EFA/EIA Classification Information
CATE
Early Childhood
5K Readiness Scores
Student Supplemental
Precode
Transportation
Work-based Learning
Additional Student Information
Parent Information
Emergency Contacts
Homeless Student Information
Immunizations
Graduation Rate Planning Worksheet
Civil Rights Data Collection (CRDC)

But should appear here...

PowerSchool
School: District Office Term: 12-13 Qtr 2

Start Page > Student Selection > Parent Information
! |

Parent Information

Gray, Artimus Sanders 12 54359 IHS

Student Addresses

Home Address	<input type="text" value="800 Main Rd"/>		
Home City, State, Zip	<input type="text" value="Columbia"/>	<input type="text" value="SC"/>	<input type="text" value="29210"/>
Mailing Address - Street	<input type="text" value="800 Main Rd"/>		
Mailing City, State, Zip	<input type="text" value="Columbia"/>	<input type="text" value="SC"/>	<input type="text" value="29210"/>

Parent/Guardian Information

Mother's Name	<input type="text" value="Gray, Mama"/>		
Daytime Phone	<input type="text" value="803-217-5432"/>		
Father's Name	<input type="text" value="Gray, Papa"/>		
Daytime Phone	<input type="text" value="803-345-6443"/>		

Mother's Name: LAST, FIRST
 Father's Name: LAST, FIRST

Guardian's Name & Info

Last, First, Middle	<input type="text"/>	<input type="text"/>	<input type="text"/>
Daytime Phone	<input type="text"/>	Relationship Code	<input type="text" value="07"/>

Relationship for Guardian: 07

Guardian's Name & Info

Previous Guardian Info

Single Parent Household

Parents/Guardian Automatic Email Reports

Guardian is registered to receive

- Summary of current grades and attendance
- Detailed report of attendance
- Detailed report showing all assignment scores for each class
- School announcements
- Balance Alert (Note: Will only be sent when a student is low on funds.)

How often?

Send now?

Guardian's email address:

Guardian Alert

Guardian Alert Text

Alert Expires (date) (MM/DD/YYYY) (0/0/0 to never expire)

Parent/Guardian Information: Mother's Name Last, First, Middle <i>(Mother)</i> <i>[Students(1)]</i>	Enter the name of the student's mother: Last, First, Middle. The SCDE uses the Parent/Guardian Name field to determine the number of state report cards to produce.
Parent/Guardian Information: Father's Name Last, First, Middle <i>(Father)</i> <i>[Students(1)]</i>	Enter the name of the student's father: Last, First, Middle.
Guardian's Name: First <i>(Guardian_FN)</i> Last <i>(Guardian_LN)</i> Middle <i>(Guardian_MN)</i> <i>[Students(1)]</i>	If the student resides with a guardian and not the mother or father, enter the Last, First, Middle names for the guardian. Note: Use the Relationship Code: Guardian

CONTACT 1

Name	Jones	Maryetta	Mother
Home Phone	803-709-4907	Work Phone	803-487-0744
Cell Phone	803-487-0744	eMail	
Street	87 Smith St		
City, State Zip	Columbia	SC	29212
Employer			
Receive Mailings	Yes <input type="checkbox"/>	Living With	

CONTACT 2

Name	Jones	Matthew	Father
Home Phone		Work Ph	
Cell Phone		eM	
Street			
City, State Zip			
Employer			
Receive Mailings	Yes <input type="checkbox"/>	Has Custody Yes <input type="checkbox"/>	

CONTACT 3

Name			
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Contact 1 Name <i>(cnt1_lname)</i> <i>(cnt1_fname)</i> <i>[Students(1)]</i>	Enter data in the cells for the student’s PRIMARY parent or guardian; that is, the person primarily responsible for the student: <ul style="list-style-type: none"> • Last Name • First Name • Follows Name with No Label – Relationship for contact 1. The SCDE uses the Parent or Guardian Name field to determine the number of state report cards to produce.
Contact 2 Name <i>(cnt2_lname)</i> <i>(cnt2_fname)</i> <i>[Students(1)]</i>	Enter data in the cells for contact 2 for the SECOND LEVEL contact or the person primarily responsible for the student as indicated in the above definition.
Contact 3, 4, and 5 <i>(cnt3_lname)</i> <i>(cnt3_fname), etc.</i> <i>[Students(1)]</i>	Enter data in the cells for other contacts that the parent or guardian may allow to receive information on the student or to pick up from school should a situation arise.
Living With Contact 1 <i>(Cnt1_rel)</i>	Check this box to indicate the student lives with the name listed in Contact 1—the primary parent or guardian.
Contacts 1-5 Relationship Codes <i>(cnt1_rel)</i> <i>(cnt2_rel)</i> <i>(cnt3_rel)</i> <i>(cnt4_rel)</i> <i>(cnt5_rel)</i> <i>[Students(1)]</i>	List as appropriate for student safety concerns. Use this field to indicate the relationship of the person being entered to the student. Enter information for one parent/guardian at a time. Add the parent/guardian who assumes primary responsibility for the student first, since that record displays first by default. Choose from the following standardized codes in PowerSchool: <ul style="list-style-type: none"> • 01 – Mother • 02 – Father • 03 – Step-Mother • 04 – Step-Father • 05 – Foster Mother • 06 – Foster Father • 07 – Guardian • 08 – Other • 09 – Neighbor • 10 – Babysitter • 11 – Brother • 12 – Sister • 13 – Grandmother • 14 – Grandfather • 15 – AM Day Care Provider • 16 – PM Day Care Provider • 17 – Spouse • 18 – Parole Officer • 19 – Aunt • 20 – Uncle
Receive Mailings (for Contacts 1-5) <i>(cnt1_recvmail)</i> <i>(cnt2_recvmail)</i> <i>(cnt3_recvmail)</i> <i>(cnt4_recvmail)</i> <i>(cnt5_recvmail)</i> <i>[Students(1)]</i>	Check the box if the contact can receive mailings concerning this student.

Precode Page

Precode information for the data collection is well documented and posted on the Office of Assessment’s web page at the SCDE site: <http://ed.sd.gov>. Refer to the Office of Assessment’s “Precode Handout” for the current values and descriptions expected to pre-populate test materials for your students. Contact Mr. Joe Saunders, 803-737-4275 with any questions regarding specific descriptions for data values.

Precode Initialization

The precode fields have all changed to a new table within the extended schema “S_SC_STU_X” – considered a child table of the Student table. **The PowerSchool administrator is responsible for running the “start of year” initialization process at your district ONLY ONCE per school year; follow the district administrator’s instructions provided for schools in your district.**

The process runs for students who are currently enrolled in any selected school, or enrolled at any time during the current school year. The process excludes student who have an enrollment entry with the enter date and the exit date as the same date (no shows) in the currently selected school year. For the selected schools, and for the designated students, the initialization process deletes all current year values for the fields listed below.

NOTE: You must be aware that the initialization processes will NOT “blank” field values stored for INACTIVE students. If you re-enroll a student, you or your PS administrator must manually remove data that are no longer applicable for the initialized Precode fields. For example, “Student Not Tested” reasons must be removed if related to a prior testing period.

Table: S_SC_STU_X

Display Name: Fields Required to be Populated	Former Display Name	Field Name	Values	Default Setting during Initialization	First Due Date	Office Requesting Data
Alternate Assessment***	SC Alt	AltAssessCde	N – No Y – Yes	Assigns a zero value	Aug	AS, VE, RDA
Alternate Assessment Exception		AltAssessException	N – No Y – Yes	Assigns ‘N’ value	QDC1	VE, RDA
First Name (Alternate Assessment Teacher Admin)		AltAssessTA_FirstName	Text box – 25 characters	Assigns a blank value	Aug	AS, VE, RDA
Last Name (Alternate Assessment Teacher Admin)		AltAssessTA_LastName	Text box – 25 characters	Assigns a blank value	Aug	AS, VE, RDA
LEP Alternate Assessment		LEPAltAssess	N – No Y – Yes	Assigns ‘N’ value	QDC1	AS, VE, RDA
LEP Reading Custom Materials		CustomLEPRead	0– Not needed 1 – Large print 2 – Loose leaf 4 – Braille	Assigns a blank value	QDC1	AS, VE, RDA
LEP Writing Custom Materials		CustomLEPWrit	0 – Not needed 1 – Large print 2 – Loose leaf 4 – Braille	Assigns a blank value	QDC1	AS, VE, RDA
LEP Listening Custom Materials		CustomLEPListen	0 – Not needed 1 – Large print 2 – Loose leaf 4 – Braille	Assigns a blank value	QDC1	AS, VE, RDA

LEP Speaking Custom Materials		CustomLEPSpeak	0 – Not needed 1 – Large print 2 – Loose leaf 4 – Braille	Assigns a blank value	QDC1	AS, VE, RDA
LEP Writing Oral Admin		OralLEPWrit	0 – Not Needed 1 – Oral Script	Assigns a blank value	QDC1	AS, VE, RDA
Writing Custom Material		CustomWritingCde	0 – Not needed 1 – Large print 2 – Loose leaf 3 – Deaf/Hard of hearing 4 – Braille	Assigns a zero value.	QDC1	AS, VE
ELA Custom Materials		CustomELACde	0 – Not needed 1 – Large print 2 – Loose leaf 3 – Deaf/Hard of hearing 4 – Braille	Assigns a zero value	QDC1	AS, VE
Math Custom Materials		CustomMathCde	0 – Not needed 1 – Large print 2 – Loose leaf 3 – Deaf/Hard of hearing 4 – Braille	Assigns a zero value	QDC1	AS, VE
Science Custom Materials		CustomSciCde	0 – Not needed 1 – Large print 2 – Loose leaf 3 – Deaf/Hard of hearing 4 – Braille	Assigns a zero value.	QDC1	AS, VE
Soc Stu Custom Materials		CustomSocStuCde	0 – Not needed 1 – Large print 2 – Loose leaf 3 – Deaf/Hard of hearing 4 – Braille	Assigns a zero value	QDC1	AS, VE
Writing Oral/Signed Admin		OralWriting	0 – Not needed 1 – Oral/Signed Administrative Script 2 – Audio CD/CD-ROM 3 – ASL DVD 4 – PSL DVD	Assigns a zero value	QDC1	AS, VE
ELA Oral/Signed Admin		OralLEPWrit	0 – Not needed 1 – Oral/Signed Administrative Script 2 – Audio CD/CD-ROM 3 – ASL DVD 4 – PSL DVD	Assigns a zero value	QDC1	AS, VE
Math Oral/Signed Admin		OralMath	0 – Not needed 1 – Oral/Signed Administrative Script 2 – Audio CD/CD-ROM 3 – ASL DVD 4 – PSL DVD	Assigns a zero value	QDC1	AS, VE

Science Oral/Signed Admin		OralScience	0 – Not needed 1 – Oral/Signed Administrative Script 2 – Audio CD/CD-ROM 3 – ASL DVD 4 – PSL DVD	Assigns a zero value	QDC1	AS, VE
Social Studies Oral/Signed Admin		OralSocStudies	0 – Not needed 1 – Oral/Signed Administrative Script 2 – Audio CD/CD-ROM 3 – ASL DVD 4 – PSL DVD	Assigns a zero value	QDC1	AS, VE
Writing Sort ID		WritingSortID	10 characters	Assigns a blank value	QDC1	AS, VE
ELA Sort ID		ELASortId	10 characters	Assigns a blank value	QDC1	AS, VE
Math Sort ID		MathSortId	10 characters	Assigns a blank value	QDC1	AS, VE
Science Sort ID		ScienceSortID	10 characters	Assigns a blank value	QDC1	AS, VE
Social Studies Sort ID		SocStudiesSortID	10 characters	Assigns a blank value	QDC1	AS, VE
SCPASS Online – Writing	PASS Online – Writing	PASSOnlineWriting	N – No Y – Yes	Assigns ‘N’ value	QDC1	AS, VE
SCPASS Online – ELA	PASS Online – ELA	PASSOnlineELA	N – No Y – Yes	Assigns ‘N’ value	QDC1	AS, VE
SCPASS Online – Math	PASS Online – Math	PASSOnlineMath	N – No Y – Yes	Assigns ‘N’ value	QDC1	AS, VE
SCPASS Online – Science	PASS Online – Science	PASSOnlineScience	N – No Y – Yes	Assigns ‘N’ value	QDC1	AS, VE
SCPASS Online – Social Studies	PASS Online – Social Studies	PASSOnlineSocStudies	N – No Y – Yes	Assigns ‘N’ value	QDC1	AS, VE
HSAP Materials***		HSAPMaterialsCde	0 – Will Not Take HSAP 1 – ELA and Math 2 – ELA Only 3 – Math Only	Assigns a “1 – ELA and Math” to all grade 10 students Assigns a zero value to all other students	QDC1	AS, VE, RDA
HSAP Graduation Express		GradExpress	N – No Y – Yes	Assigns ‘N’ value	QDC1	AS, VE, RDA
HSAP Online ELA		HSAPOnline_ELA	N – No Y – Yes	Assigns ‘N’ value	QDC1	AS, VE
HSAP Online Math		HSAPOnline_Math	N – No Y – Yes	Assigns ‘N’ value	QDC1	AS, VE
EOCEP Online - English		EOCEPOnlineEng	N – No Y – Yes	Assigns ‘Y’ value for grades 6 – 12 Assigns ‘N’ value to all other grades	QDC1	AS, VE

EOCEP Online - Algebra		EOCEPOnlineAlg	N – No Y – Yes	Assigns ‘Y’ value for grades 6 – 12 Assigns ‘N’ value to all other grades	QDC1	AS, VE
EOCEP Online - Biology		EOCEPOnlineBio	N – No Y – Yes	Assigns ‘Y’ value for grades 6 – 12 Assigns ‘N’ value to all other grades	QDC1	AS, VE
EOCEP Online - USHC		EOCEPOnlineUSHC	N – No Y – Yes	Assigns ‘Y’ value for grades 6 – 12 Assigns ‘N’ value to all other grades	QDC1	AS, VE
LEP Online – Reading	ELDA Online – Reading	ELDAOnline_Reading	N – No Y – Yes	Assigns ‘N’ value	QDC1	AS, VE
LEP Online – Writing	ELDA Online – Writing	ELDAOnline_Writing	N – No Y – Yes	Assigns ‘N’ value	QDC1	AS, VE
LEP Online – Listening	ELDA Online -- Listening	ELDAOnline_Listening	N – No Y – Yes	Assigns ‘N’ value	QDC1	AS, VE
LEP Online – Speaking	ELDA Online – Speaking	ELDAOnline_Speaking	N – No Y – Yes	Assigns ‘N’ value	QDC1	AS, VE
Kindergarten – Previous Program		KndrgtrnPrevPgm	Hd – Head Start N – None NA – Not in 5 yr Kdrgtn O – Other Prv – Private St – State Unk – Unknown	Assigns ‘NA’ value	QDC1	AS, VE
Deaf-Blindness		DeafBlindInd	N – No Y – Yes	Assigns ‘N’ value	Sep	AS, VE
Multiple Disabilities		MultiDisabInd	N – No Y – Yes	Assigns ‘N’ value	Sep	AS, VE

Start Page → Student Selection → South Carolina State Information → Precode

Precode Data Entry

Abdullah, Khalil Rasheed 11 380010017208 ARHS

CATE | Early Childhood | Student Supplemental | **Precode** | Transport | Work-Based Learning

Alternate Assessment Alternate Assessment Test Administrator

Alternate Assessment Exception First Name Last Name

LEP Alternate Assessment

LEP Reading Custom Materials 0 - Not needed

LEP Writing Custom Materials 0 - Not needed LEP Writing Oral Admin 0 - Not needed

LEP Listening Custom Materials 0 - Not needed

LEP Speaking Custom Materials 0 - Not needed

Writing Custom Materials Writing Oral/Signed Admin

ELA Custom Materials ELA Oral/Signed Admin

Math Custom Materials Math Oral/Signed Admin

Science Custom Materials Science Oral/Signed Admin

Social Studies Custom Materials Social Studies Oral/Signed Admin

Writing Sort ID SCPASS Online - Writing

ELA Sort ID SCPASS Online - ELA

Math Sort ID SCPASS Online - Math

Science Sort ID SCPASS Online - Science

Social Studies Sort ID SCPASS Online - Social Studies

HSAP Materials HSAP Online - ELA

HSAP Graduation Express HSAP Online - Math

EOCEP Online - English LEP Online - Reading

EOCEP Online - Algebra LEP Online - Writing

EOCEP Online - Biology LEP Online - Listening

EOCEP Online - USHC LEP Online - Speaking

Kindergarten - Previous Program

Deaf/Blindness

Multiple Disabilities

Accountability Reporting - Student Not Tested (HSAP/SCPASS/Alternate Assessment/LEP Testing)

Student Not Tested Student Not Tested - LEP Testing

Test Missed Student Not Tested - LEP only

Students Not Tested Reason Students Not Tested Reason - LEP only

Request Exclusion Indicator (Documentation to SCDE Required)

Submit

Accountability Reporting (Bottom of Precode Page)

Display Name: Fields Required to be Populated	Field Name	Values	Default Setting during Initialization	First Due Date	Office Requesting Data
Student Not Tested ***	StuNotTested	Checkbox	Checkbox is unchecked	QDC1	AS. RDA
Test Missed***	TestMissed	H – HSAP W– SCPASS Writing (March) P – SCPASS (May) B – SCPASS Both Admins (March and May) A – Alternate Assessment	Assigns a blank value	QDC1	AS. RDA
Student Not Tested Reason***	StuNotTestedReason	Refer to Documentation in DQR		QDC1	AS. RDA
Request Exclusion Indicator***	ReqExclusion	N – No Y – Yes	Assigns ‘N’ value	QDC1	AS. RDA
Student Not Tested -- LEP Testing	StudentNotTested_LEP	Checkbox		QDC1	AS. RDA
Student Not Tested Reason -- LEP only	StudentNotTested_ReasonLEP	Refer to Documentation in DQR		QDC1	AS. RDA

Start Page → Student Selection → South Carolina State Information → Precode (Bottom of Precode Page)

SCDE collects reasons for all “eligible” students who do not test on all or part of SCPASS Writing, SCPASS (May), SPRING HSAP or SC-Alt. This collection utilizes information entered into the Students Not Tested fields found at the bottom of the Precode page in PowerSchool, under the heading “Accountability Reporting” – Students Not Tested (HSAP/SCPASS/SC-Alt). All four of the following fields must be completed if a student misses all or part of any of these tests:

- Student Not Tested
- Test Missed
- Students Not Tested Reason
- Request Exclusion Indicator (Documentation to SCDE Required)

Student Not Tested <i>(SC_StuNotTested)</i> <i>[Students(1)]</i>	If a student has been identified as “eligible for testing for accountability purposes” and “not tested,” click within the box adjacent to the field labeled “Student Not Tested.” Checking this box results in a “yes” value being stored in the field.
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Test Missed <i>(SC_TestMissed)</i> <i>[Students(1)]</i>	Select the appropriate test from the list in the drop-down box. With the exception of SCPASS Writing, these tests involve multiple parts. It is important to include this information even if the student missed only part of a multiple part test. <ul style="list-style-type: none"> • H – HSAP • W – SCPASS Writing (March) • P – SCPASS (May) • B –SC PASS – Both Admins (March and May) • A – SC-Alt
Students Not Tested Reason <i>(SC_StuNotTestedReason)</i> <i>[Students(1)]</i>	Select one “not tested” reason from the drop-down list labeled “Student Not Tested Reason.” That is, select the most appropriate reason for each eligible student who did not test. If an appropriate reason is not listed among the choices, select Reason 021 (Other). If a student has more than one reason for not testing, choose the reason with the lowest code number, as reasons are listed in order of significance. <p>Note: Federal Laws require that all students be included in the state assessment system. (Title I of the Elementary and Secondary Education Act (ESEA), (34 C.F.R Part 300) (300.160), as amended by the No Child Left Behind (NCLB) Act of 2001, and the Individuals With Disabilities Education Act (IDEA), (20 U.S.C. § 1400 Section 612(a) (16))). More information on how to identify “eligible” students and detailed definitions of reasons for not testing under State and Federal accountability can be found in the Students Not Tested Guidelines (SNTG). You may also contact the SCDE, Office of Research and Data Analysis for other instructional and informational documents necessary for accurately indicating reasons.</p>
Request Exclusion Indicator <i>(SC_ReqExclusion)</i> <i>[Students(1)]</i> (Documentation to SCDE Required)	Select “yes” only if the reason for not testing meets one or more of the criteria (Codes 001 through 008) found in the SNTG, and documentation is available and submitted to SCDE during the appropriate review period to support the “not tested” reason. If there is no documentation, documentation is not complete, or the reason for not testing does not meet any of the criteria found in the SNTG, select “No” in the drop-down box. <p>For those reasons allowing select exclusions found outside of the SNTG process (e.g., LEP student 1st year in U.S. exemption, Student not eligible for SC-ALT due to age), students will be identified using other information pulled from PowerSchool, not from the information entered into these four fields. For more information on what fields are used to make these “exclusionary” determinations, please refer to the SNTG.</p>

Scheduling Setup Page

Display Name: Fields Required to be Populated	Field Name	First Due Date	Office Requesting Data
Next School Indicator	Next_School	QDC1	AS

Start Page → Student Selection → Scheduling Setup

Start Page > Student Selection > Scheduling Setup

Scheduling Setup

Anderson, Chelsea 12 28081 CHS

Required Settings

Next Year Grade:

Priority:

Schedule This Student:

Year of Graduation:

Summer School Indicator:

Note for Summer School Admin:
80 characters left

Next School Indicator:

Optional Settings

Next Year Campus/Building: Associate

Next Year House: Associate

Next Year Team:

Submit

Next School Indicator (Next_School) [Students]	Select the school the student is expected to attend for the next school year.
---	---

Schools / Schools Information Page

It is important that the fields listed on the Schools Page are verified for accuracy each year, especially if the grade range has changed from the previous year. All fields should accurately reflect current information.

Display Name: Fields Required to be Populated	Field Name	First Due Date	Office Requesting Data
Does not display; stored internally	District_Number	Aug	AS, RDA, EC, FP, FN, MC, SI, TE, TR
Does not display; stored internally	DCID	Sep	AS, EC, FN, RDA, TE, TR
Does not display; stored internally	ID (SchoolID)	Aug	AS, EC, FN, RDA, TE, TR
Exclude From State Reporting?	State_ExcludeFromReporting	Aug	AS, EC, FN, RDA, TE, TR
Grades (lowest - highest)	Low_Grade	Aug	AS, EC, FN, RDA, TE, TR
Grades (lowest - highest)	High_Grade	Aug	AS, EC, FN, RDA, TE, TR
Is a Summer School	IsSummerSchool	Sep	AS, EC, FN, RDA, TE, TR
Periods	Periods_Per_Day	Aug	AS, RDA
Principal's Name	Principal	Sep	AS, EC, FN, RDA, TE, TR
School Abbreviation	Abbreviation	Sep	AS, EC, FN, RDA, TE, TR
School Address	SchoolAddress	Sep	AS, EC, FN, RDA, TE, TR
School City	SchoolCity	Sep	AS, EC, FN, RDA, TE, TR
School FAX Number	SchoolFax	Sep	AS, EC, FN, RDA, TE, TR
School Name	Name	Sep	RDA
School Number	School_Number	Aug	AS, CT, FN,
School Phone Number	SchoolPhone	Sep	AS, EC, FN ,RDA, TR
School Postal/Zip Code	SschoolZip	Aug	AS, EC, FN ,RDA, TR
School State/Province	SchoolState	Aug	AS, EC, FN ,RDA, TR
StatePrId (School number for SIF)	SIF_StatePRID	Aug	AS, EC, FN ,RDA, TR

Edit School	
School Information	
School Name	Formal Name High School
School Abbreviation	FNHS (example: FHS)
Is a Summer School	<input type="checkbox"/> Checking this will allow the school to show up in the student "Summer School Indicator" drop-down and will change how the year term number is identified for years starting after July 1.
School Address (Full) (include school name)	Formal Name High School 2013 Fiscal Road MyTown, SC, 29000
School Address	2013 Fiscal Road
School City	MyTown
School State/Province	South Carolina
School Postal/Zip Code	29000
School County Name	My County in SC
School County Number	99
School Phone Number	803-999-9999
School FAX Number	803-999-9998
School Number (9 digit maximum)	20 (once entered, do not change later)
Alternate School Number	0 (leave as zero to use school number)
StatePrId (32 character maximum)	099 (Use only when SIF is enabled)
Exclude From State Reporting?	<input type="checkbox"/>

Verify the data values listed below for each current year. Grades (lowest to highest) MUST reflect the information your district provides to the Office of State and Federal Accountability each year for any changes or updates. Your contacts for these data fields are as follows:

Federal and State Accountability: Darlene Prevatt, 803-734-3477
 Finance: Mellanie Jinnette, 803-734-3605

Does not display; stored internally <i>(District_Number)</i> <i>(DCID)</i> <i>(ID (SchoolID))</i> <i>[Schools(39)]</i>	These are data values located in the Schools(39) table that are necessary to link student records; however, they do not display on PowerSchool pages: <ul style="list-style-type: none"> • District_Number • DCID • ID (SchoolID)
School Name <i>(Name)</i> <i>[Schools(39)]</i>	Verify/Enter the school's full name; for example, Apple Grove High School.
School Abbreviation <i>(Abbreviation)</i> <i>[Schools(39)]</i>	Verify/Enter the school's address. Ensure that any changes for a move to a new address is reflected.
Is a Summer School <i>(IsSummerSchool)</i> <i>[Schools(39)]</i>	Verify/Select the checkbox to indicate that this is a summer school.
School Address <i>(SchoolAddress)</i> <i>[Schools(39)]</i>	Verify/Enter the school's address. Ensure that any changes for a move to a new address is reflected.
School City <i>(SchoolCity)</i> <i>[Schools(39)]</i>	Verify/Enter the school's city.
School State/Province <i>(SchoolState)</i> <i>[Schools(39)]</i>	Verify/Select the school's state from the pop-up menu.
School Postal/Zip Code <i>(SchoolZip)</i> <i>[Schools(39)]</i>	Verify/Enter the school's postal/zip code.
School Phone Number <i>(SchoolPhone)</i> <i>[Schools(39)]</i>	Verify/Enter the school's phone number including area code.
School FAX Number <i>(SchoolFax)</i> <i>[Schools(39)]</i>	Verify/Enter the school's fax number including area code.
School Number <i>(School_Number)</i> <i>[Schools(39)]</i>	Verify/Enter the school's number. Once you enter this number, do not change it. Note: This is an assigned number from the SCDE. Check with the Office of Federal and State Accountability if you have any questions.
StatePrid <i>(SIF_StatePrid)</i> <i>[Schools(39)]</i>	Verify the seven-digit State ID has been entered. This field is used only when Schools Interoperability Framework (SIF) is enabled.
Exclude From State Reporting? <i>(State_ExcludeFromReporting)</i> <i>[Schools(39)]</i>	Verify/Select the checkbox to exclude this school from state reporting.
Grades (lowest - highest) <i>(Low_Grade)</i> <i>[Schools(39)]</i>	Verify/Select the lowest grade level at the school based on the official list provided to SCDE from your district. Only historical data in this range of grade levels is used for data such as cumulative GPAs, graduation, and credit..
Grades (lowest - highest) <i>(High_Grade)</i> <i>[Schools(39)]</i>	Verify/Select the highest grade level at your school based on the official list provided to SCDE from your district. Students at the highest level are affected by the end-of-year process.
Principal's Name <i>(Principal)</i> <i>[Schools(39)]</i>	Verify/Enter the name of the principal or director for this school. Check for accurate spelling.
Days <i>(Days_Per_Cycle)</i> <i>[Terms(13)]</i>	Review/Verify your bell schedule for the number of days in a cycle.
Periods <i>(Periods_Per_Day)</i> <i>[Terms(13)]</i>	Review your bell schedule for the number of periods each day.

Sections Page

Edit Section

Through PowerSchool, the SCDE collects class schedules for all public school students enrolled in schools throughout the state. For each class, the schedules include a teacher identifier and an activity code, which designates the grade level and subject area. Students MUST have accurate schedules that reflect each of their courses or activities in all grade levels, K-12, so that data reflect true information for our students and, in turn, for our schools. Districts are provided periodic reports to verify the accuracy of classroom level data.

Quarterly data collected through updates from each district and school to SCDE provide extracts of the core content subject classes that require an HQ teacher. The teacher identifier for each core class is matched to the separate HQ teacher file from the certification database to determine which core content classes are not taught by HQ teachers. Thus, information for each section should be verified for accuracy throughout the year since there often are many scheduling changes made for students for a variety of reasons.

Verify the accuracy of the following collected fields each year:

Display Name: Fields Required to be Populated	Internal Field Name	First Due Date	Office Requesting Data
Course Number	Course_Number	Sep	AS, CT, FP, FN, SI, RDA, IP-E, TE
District Where Taught	WhereTaughtDistrict	Sep	AS, CT, RDA,
Does not display; stored internally	DCID	QDC1	AS, RDA
Does not display; stored internally	ID	QDC1	AS, RDA
Does not display; stored internally	DistrictCode	QDC1	AS, RDA
Does not display; stored internally	SchoolID	QDC1	AS, RDA
Does not display; stored internally	STUDENTID	Sep	AS, RDA
Does not display; stored internally	SECTIONID	Sep	AS, RDA
Does not display; stored internally	TEACHERID	Sep	AS, RDA
Exclude From Attendance	Exclude_ADA	Sep	AS, FN, RDA
Expression	Expression	Sep	AS, FN, RDA
FN:	SC_VSP_firstname	QDC1	AS, VE
Grade Scale	GradeScaleID	QDC1	AS, FN, RDA
Instruction Type	SC_InstrType	Sep	AS, VE, RDA, IP-E, TE
Is this section a homeroom?	SC_Homeroom	Sep	AS, RDA
LN:	SC_VSP_lastname	Sep	AS, VE
Maximum Enrollment	MaxEnrollment	QDC1	AS, VE, RDA
MI:	SC_VSP_mi	Sep	AS, VE
Schedule	PeriodAbbreviation	Sep	AS. RDA
School Where Taught	WhereTaught	Sep	AS, CT, RDA,
Section Number	Section_Number	Sep	AS, RDA

Section Number	Section_Number	Sep	AS, EC, FN, RDA, IP-E, TE
Single Gender	SC_GenderRestricted	Sep	AS, ST, RDA
Teacher	Teacher	Sep	AS, EC, FN, RDA, TE
Term	TermID	Sep	AS, RDA
Term	TermID	Sep	AS, CT, FN, RDA
VSP Certification No.	SC_VSP_CertNo	QDC1	AS, VE
VSP SSN	SC_VSP_SSN	QDC1	AS, VE

Start Page > School Setup > (course) > Section number > Edit Section

Sort by number or name

- MAT1100 Algebra
- mat1101 Algebra II
- SCI3000
- Anatomy/Physiology
- ENG3000 AP American Lit and Comp
- MAT3000 AP Calculus
- SOC3100 AP History
- ART9 Art
- Bac100 Bacon
- Appreciation
- 18001 Band
- THR1000 Beginning Acting
- ART2100 Beginning Pottery
- SCI1000 Biology
- SCI3100 Botany
- MAT2100 Calculus
- MUS2000 Chamber Singers
- SCI2000 Chemistry 1
- SCI2100 Chemistry 2
- CS9 Computer
- CS1002 Computer Applications
- VOC1000 Computer Applications
- CS3000 Computer OS
- MUS1000 Concert Choir
- MAT1000 Consumer Math
- ENG3100 Creative Writing
- SOC2000 Current Affairs
- ART1100 Drawing and Design
- SCI1010 Earth Science
- ENG1000 English 1
- ENG2000 English 2
- ENG9 English Survey

Edit Section

Field	Value															
Course Name	Computer Applications															
Course Number	CS1002															
Term	Semester 1 Expression: 3(B)															
Schedule	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>A</th> <th>B</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>2</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>3</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>4</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>		A	B	1	<input type="checkbox"/>	<input type="checkbox"/>	2	<input type="checkbox"/>	<input type="checkbox"/>	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	4	<input type="checkbox"/>	<input type="checkbox"/>
	A	B														
1	<input type="checkbox"/>	<input type="checkbox"/>														
2	<input type="checkbox"/>	<input type="checkbox"/>														
3	<input type="checkbox"/>	<input checked="" type="checkbox"/>														
4	<input type="checkbox"/>	<input type="checkbox"/>														
Teacher	Sullivan, Henrique J															
Room	210															
Section Number*	1															
Grade Level	0															
Current Enrollment	14															
Maximum Enrollment	25															
District Where Taught (Enter District ID if Taught At Different District. Otherwise, Leave Blank.)	0															
School Where Taught (Enter School ID if Taught At Different School. Otherwise, Leave Blank.)	0															
Dependent Sections (course.section, course.section, etc.)	2950															
Program (may be overridden by course setting)																
Record Attendance Using Attendance Mode	Meeting															
Record Attendance (only applicable if Record Attendance Using Attendance Mode includes Meeting)	<input checked="" type="radio"/> Once for All Meetings <input type="radio"/> Each Meeting Separately															
Exclude From Attendance (Optional: Use only to exclude this section from counting towards ADM/ADA for students.)	<input type="checkbox"/>															
Exclude From Storing Final Grades (Use for Sections that are not graded so blank records are not stored with final grades.)	<input type="checkbox"/>															
Grade Scale	Same as Course															
Exclude from GPA?	<input checked="" type="radio"/> Same as course <input type="radio"/> Include <input type="radio"/> Exclude															
Exclude from Class Rank?	<input checked="" type="radio"/> Same as course <input type="radio"/> Include <input type="radio"/> Exclude															
Exclude from Honor Roll?	<input checked="" type="radio"/> Same as course <input type="radio"/> Include <input type="radio"/> Exclude															

Section Type	
House	
Team	
Close section at max	
Maximum Load Status	Non-Exempt
SC Additional Section Information	
Instruction Type	(blank) - Select One
Single Gender	<input type="checkbox"/>
Is this section a homeroom?	No
SectionID:	69
<small>* Section numbers must be unique among sections of the same course for a given school year.</small>	
Complete for SC Virtual School Program Instructor ONLY:	
VSP Teacher Name	LN: _____ FN: _____ MI: _____
VSP Certificate No.	(ex: 123456)
VSP SSN	(Do not enter dashes or hyphens ex: 123456789)

Delete Submit

Enter the information for the custom fields for the SC Additional Section Information. These fields should be populated for sections specifically indicated:

- single gender
- instructional types for classes that are instructor led, online in-state, online out-of-state, distance learning , or provide through the SC Virtual Program
- VSP (Virtual School Program) teacher name -- last, first, middle initial
- VSP Certificate Number
- VSP SSN

For students taking a course to complete graduation requirements through the SC Virtual Program, the appropriate information must be completed for the virtual instructor so that your school will receive credit for highly qualified instructors as a part of the federal reports requiring these data.

SC Additional Section Information

Instruction Type (blank) - Select One ▼

Single Gender

Is this section a homeroom? No ▼

SectionID: 56

* Section numbers must be unique among sections of the same course for a given school year.

Complete for SC Virtual School Program Instructor ONLY:

VSP Teacher Name LN: FN: MI:

VSP Certificate No.

VSP SSN

v20110815.1

Course Name <i>(Course_Name)</i> <i>[Courses(2)]</i>	Verify/edit the short title for the course or activity taught during this section.
Course Number <i>(Course_Number)</i> <i>[Sections(3)]</i>	Verify/edit the course or activity code for the section. This data value is used for “highly qualified” reporting.
Term <i>(TermID)</i> <i>[CC4] and</i> <i>[Sections(3)]</i>	Verify/edit the term in which this section is offered.
Expression <i>(Expression)</i> <i>[Sections(3)]</i>	Indicate the period and day during which this section is offered.
Schedule <i>(PeriodAbbreviation)</i> <i>[Sections(3)]</i>	Indicate the period during which the section meets.
Teacher <i>(Teacher)</i> <i>[Sections(3)]</i>	Select the primary teacher for this section. This data value is used for “highly qualified” reporting.
Section Number <i>(Section_Number)</i> <i>[CC4] and</i> <i>[Sections(3)]</i>	Enter a section number for every active section for each current year’s master schedule. This data value is used for “highly qualified” reporting.
Maximum Enrollment <i>MaxEnrollment</i> <i>[Sections(3)]</i>	Set the highest number of students that can be enrolled in this section.

District Where Taught <i>(WhereTaughtDistrict)</i> <i>[Sections(3)]</i>	<p>If the section is taught in a different district, indicate that district by entering the district SID number (first four digits).</p> <p>Special note: Ensure that all sections of each particular CATE course taught at the career center have the first four digits of career center ID entered in the District Where Taught. Accurate SIDN numbers will allow the career center to be identified as teaching the particular course(s). The seven-digit SIDN (school identification number) is sometimes referred to as the BEDS code.</p>
School Where Taught <i>(WhereTaught)</i> <i>[Sections(3)]</i>	<p>If this section is taught at a location different from the student’s home school, enter the three digits for that school identification number (SIDN). You can reference all school numbers at this location: http://ed.sc.gov/agency/ac/Federal-and-State-Accountability/Accreditation/ .</p> <p>Special note: Ensure that all sections of each particular CATE course taught at the career center have the last three digits of career center ID entered in the School Where Taught field. Accurate SIDN numbers will allow the career center to be identified as teaching the particular course(s). The seven-digit SIDN (school identification number) is sometimes referred to as the BEDS code.</p>
Exclude From Attendance <i>(Exclude_ADA)</i> <i>[Sections(3)]</i>	<p>Select only if this section is not included for attendance counts. Usually if a homeroom, study hall, or lunch period is formally scheduled, these would be marked to exclude from attendance.</p>
Grade Scale <i>GradeScaleID</i> <i>[Sections(3)]</i>	<p>Ensure the correct Grade Scale is selected for this course section. Generally, the section is set as “Same as Course”; thus, you must ensure <u>the course information</u> accurately reflects the grade scale for the level of course offered. For high school courses note that AP, IB, Dual Credit, Honors, or College Prep are indicated.</p> <p>Note: Review the Uniform Grading Policy to determine if your sections meet grade scale requirements.</p>
Instruction Type <i>(SC_InstrType)</i> <i>[Sections(03)]</i> (See Special Note)	<p>[Virtual Education: Vicki Williams, 803-734-0016,vwilliams@ed.sc.gov] Select the appropriate type of instruction for each section:</p> <ul style="list-style-type: none"> • Default: (blank) – Select One • A – Instructor Led (The teacher is physically present in the classroom providing direct instruction to students.) • B – SC Virtual School Program (The teacher provides instruction to students through the SC Virtual School Program through the Office of eLearning.) • C – Online In-State (The teacher who provides “virtual” online instruction to students is in some capacity a part of a school/district /state entity for the state of South Carolina. This instruction type does not include offerings provided through the SC Virtual School Program.) • D – Distance Learning (The teacher provides instruction for students through a video/audio medium and may not be physically located in the classroom. For example, the teacher may be located physically at a television or other studio yet teaching several groups of students housed in different schools or districts.) • E – Online Out-of-State (The teacher who provides “virtual” online instruction to students is not a part of a school/district/state entity for the state of South Carolina.) <p>Important Note: if the student is taking a class through the SC Virtual School Program, complete the Virtual School Program teacher information so that your school will receive appropriate credit for highly qualified instructors for these students.</p>
Single Gender <i>(SC_GenderRestricted)</i> <i>[Sections(3)]</i>	<p>If this section populated with only one gender group – all male or all female – check this box.</p>

Is this section a homeroom? <i>(SC_Homeroom)</i> <i>[Sections(3)]</i>	If this section is a homeroom, check this box. Note: this data value displays on the SC08 report.
SC Virtual School Program Instructors:	If this section is taught by an instructor through the SC Virtual School Program, provide the information required – all instructors for the courses offered through this program are considered highly qualified instructors. Verify carefully against the current list of instructors you can request from the Virtual Education Office staff since one character difference will cause a mismatch. NOTE: You can request/receive each of these five values for any instructor from the Office of Virtual Education.
VSP Teacher Name LN <i>(SC_VSP_lastname)</i> FN <i>(SC_VSP_firstname)</i> MI <i>(SC_VSP_mi)</i> <i>[Sections(3)]</i>	VSP Teacher: LN...FN...MI – Accurately enter the instructor’s last name, first name and middle initial.
VSP Certification No. <i>(SC_VSP_CertNo)</i> <i>[Sections(03)]</i>	VSP Certificate No.: Accurately enter the instructor’s certificate number.
VSP SSN <i>(SC_VSP_SSN)</i> <i>[Sections(3)]</i>	VSP SSN: Accurately enter the instructor’s Social Security Number.

South Carolina Additional Student Information Page

Display Name: Fields Required to be Populated	Internal Field Name	First Due Date	Office Requesting Data
1st Lang Spoken	SC_First_Lang_Spoken	Aug	FP, RDA
Birth Country	SC_Student_BirthCntry	QDC1	VE, FP, RDA
Bus1	SC_BusInfo1	QDC1	MC, TR
Bus2	SC_BusInfo2	QDC1	MC, TR
Diploma Type	SC_Diploma_Type	QDC1	VE, RDA,
Dropout Date	SC_Dropout_Date	Sep	SI, RDA
Dropout Reason	SC_Dropout_Reason	Sep	SI, RDA
English Prof	SC_Engl_Prof	Sep	AS, CT, EC, VE, FP, SI, RDA
Gen (Jr., III, etc.)	SC_StudentGeneration	Aug	AS RDA
Grad Date	SC_GradDate	QDC1	AS, FP
Home Lang	SC_HomeLang	QDC1	AS, EC, VE, RDA
Instr Setting	SC_InstrSetting	Sep	AS
Medicaid No	SC_MedicaidID	Aug	AS, VE, MC, RDA
Middle/Early College (HS only)	SC_MiddleEarlyCollege	QDC1	AS, SI
Migrant	SC_Migrant	QDC1	AS, CT, VE, FP, SI, RDA
Moved To District	SC_Moved_To_District	QDC1	AS, RDA
Moved To School	SC_Moved_To_School	QDC1	AS, RDA
Nickname	SC_NickName	QDC1	AS, MC
No Show Reason	SC_NoShow_Reason	Sep	AS, VE, RDA
Parent Military Status	SC_ParentsMilitaryStatus	QDC1	AS
School Res	SC_SchoolRes	Aug	AS, MC
Title I Assistance	SC_Title1AsstTypeCode	QDC1	AS, FP, RDA
Title I ELA	SC_Title1ReadInd	QDC1	FP, RDA
Title I Math	SC_Title1MathInd	QDC1	RP, RDA
Transportation Needed	SC_Trans_Needed	QDC1	EC, MC, TR
True Grade	SC_truegrade	Sep	EX, RDA
US Sch Entry Date	SC_USSchEntryDate	QDC1	RDA

South Carolina Additional Student Information			
Aguirre, Brandon Nicola 11 521047 StateID:6065463442 SCVCS			
Gen (Jr., III, etc.)	None	Nickname	
Alias Name		SC County	26 - Horry
Birth Place		US Sch Entry Date	
English Prof	9 - English Speaker II	1st Lang Spoken	(blank) - English
Home Lang	(blank) - English	Parent Military Status	(blank) - Neither Parent nor Guardian is serving in any military service
Birth Country	Select One	SC IEP Ind.	Select One
Transp Needed	Select One	School Res	
Bus 1		Unlisted Phone	(blank) Listed Number
Diploma Type (for Transcript)	F - State of SC Diploma	Bus 2	
Orig Entry Date (Current School)	8/16/2010	Grad Date	
Instructional Setting	(blank) - Regular Ed - Full Yr	Advisor	
Medicaid No		True Grade	(blank) - Select One
Migrant*	<input type="checkbox"/>	Grid Code	
*An SEA reviewed and approved Certificate of Eligibility is required for Migrant students. See SC Specific Fields Manual for details.			
Moved To District:		Moved To School:	
No Show Reason		Dropout Date	
Dropout Reason			
Title I Assistance			
Title I Math			
Title I ELA			

<p>Gen (Jr., III, etc.) (SC_StudentGeneration) [Students(1)]</p> <p>Additional generation number added</p>	<p>Select from the drop-down list the student's generation code only if the student has the generation on a Birth Certificate. DO NOT include the generation field in the Last Name field. Choices currently available are as follows:</p> <ul style="list-style-type: none"> • None • II – II • III – III • IV – IV • Jr. – Jr • Sr. – Sr. • V – V • VI – VI
<p>Nickname (SC_NickName) [Students(1)]</p>	<p>Enter any nickname by which a student is known.</p>
<p>Alias Name (SC_OtherName) [Students(1)]</p> <p>No longer collected by SCDE</p>	<p>Enter any <u>alternate last name</u> a student is using instead of his or her given name. Since this field accepts any characters, please ensure accuracy in spelling, special characters, etc. Use ONLY if your student uses a different last name other than what is on the official document.</p> <p>You may choose to use it for district or school reporting.</p>

SC County*(SC_County)**[Students(1)]***SCDE no longer collects this data value.****If you choose to use it for district or school reporting, use the standard county codes listed.**

Enter a valid County District code for the district for which the student would be zoned to attend.

01 – Abbeville	25 – Hampton
02 – Aiken	26 – Horry
03 – Allendale	27 – Jasper
04 – Anderson	28 – Kershaw
05 – Bamberg	29 – Lancaster
06 – Barnwell	30 – Laurens
07 – Beaufort	31 – Lee
08 – Berkeley	32 – Lexington
09 – Calhoun	33 – McCormick
10 – Charleston	34 – Marion
11 – Cherokee	35 – Marlboro
12 – Chester	36 – Newberry
13 – Chesterfield	37 – Oconee
14 – Clarendon	38 – Orangeburg
15 – Colleton	39 – Pickens
16 – Darlington	40 – Richland
17 – Dillon	41 – Saluda
18 – Dorchester	42 – Spartanburg
19 – Edgefield	43 – Sumter
20 – Fairfield	44 – Union
21 – Florence	45 – Williamsburg
22 – Georgetown	GA – Georgia
23 – Greenville	NC– N. Carolina
24 – Greenwood	OT– Other

Fields Specific to English Language Learners

Start Page>Student Selection>State/Province-SC>Additional Student Information

South Carolina Additional Student Information			
Amos, Sierra Boots -1 11091 LECC			
Gen (Jr., III, etc.)	None ▾	Nickname	<input type="text"/>
Alias Name	<input type="text"/>	SC County	Select One ▾
Birth Place	<input type="text"/>	US Sch Entry Date	<input type="text"/>
English Prof	5 - Initially Proficient ▾	2 ▾	1st Lang Spoken
Home Lang	SPN - Spanish ▾		SPN - Spanish ▾
Birth Country	BR076 - Brazil ▾	Parent Military Status	(blank) - Neither Parent nor Guardian is serving in any military service ▾

<p>Birth Place (SC_Student_BirthPlace) [Students(1)]</p> <p>SCDE no longer collects this data value.</p>	<p>Prior to 2013-14 users were to have entered the <u>location</u> for the student’s birth place; ie, name of hospital, name of city, name of state or country, etc. This information is no longer collected.</p>
<p>US Sch Entry Date (SC_USSchEntryDate) [Students(1)]</p>	<p>Enter the first date (mm/dd/yyyy) the student enrolled in a school in the United States whether he or she was born in a foreign country, a US territory, or returned to the US. A student born in the US whose parents are from a different country/territory is sometimes moved back to that country for several years and then returned to the US. The expectation for this student is he or she is enrolled in a US school based on birthdate (DOB); for example, a pupil must be six (6) years of age on or before September 1 of the current school year in order to be admitted to the first grade.</p> <p>You must enter the student’s earliest date he or she initially enters any US school. This first date does not change as students enter, exit, and re-enter US schools. For example, Juan was born in the US, and entered a US school for the first time on October 3, 2001. He stayed in school for six months and then returned to Mexico. Six months later he returned to a US school. His US School Entry Date remains October 3, 2001.</p> <p>See note for Birth Country - RTN-US selection.</p>

<p>English Prof (SC_Engl_Prof) [Students(1)]</p> <p>Refer to Appendix in B at the end of this manual for 2014-15 changes in using decimal points to indicate proficiency level.</p>	<p>Every student enrolled in PowerSchool must have an English Proficiency (English Prof) code. This English Prof field indicates the student’s proficiency level in English. Use only the following approved ESL codes:</p> <ul style="list-style-type: none"> • Blank - Select a Value • 1.0 – 1.9 - Pre-functional • 2.0 – 2.9 - Beginner • 3.0 – 3.9 - Intermediate • 4.0 – 4.9 - Advanced • 5.0 – 5.9 - Initially Proficient • 6 - 1st Year Exited • 7 - 2nd Year Exited (+) • 8 - English Speaker I • 9 - English Speaker II • A - Pre-Functional –Waiver • B - Beginner - Waiver • C - Intermediate - Waiver • D - Advanced – Waiver <p>Reference Appendix B for more complete definitions.</p> <p>Notes to consider:</p> <ol style="list-style-type: none"> 1. Valid English Prof codes are 1–9 and A–D. The majority of English Prof 9’s (native English speaker) will have a blank First Language Spoken field value. 2. A blank English Prof field is equivalent to English. 3. A blank Birth Country and US Sch Entry Date field value is equivalent to the United States. 4. An ESOL and ELLI entry in Special Programs should not be present for a student with an English Prof code of 9. 5. Students born in the United States should not have a US Sch Entry Date or Birth Country. <p>For immigrant students from English-speaking countries, the English Prof code is 9 and the US School Entry Date (US Sch Entry Date) and Birth Country fields must have values.</p>
<p>1st Lang Spoken (SC_First_Lang_Spoken) [Students(1)]</p>	<p>If the English Prof code is 1–8 or A–D, then the First Language Spoken field must have a valid value other than English. Select from the drop-down list the first language the student spoke. Use only those language codes that have been standardized by the SCDE:</p> <p>(blank) - English ARB – Arabic CMB – Cambodian CNT – Cantonese FRN – French GJR – Gujarati GRM – German HMN – Hmong HND – Hindi JPN – Japanese KRN – Korean MND – Mandarin OTH – Other PRT – Portuguese RSN – Russian SPN – Spanish TGL – Tagalog VTN – Vietnamese</p>
<p>Home Lang (SC_HomeLang) [Students(1)]</p>	<p>Select from the drop-down box the primary language spoken by the student when he is at home. The list of choices is the same as for 1st Lang Spoken above.</p>

Birth Country
(SC_Student_BirthCntry)
[Students(1)]

Select a birth country for eligible students only; that is, students who meet these criteria:

1. Not born in the US
2. Returned to the US and entered a US school for the first time.

If you populate the field US Sch Entry Date (the date a student first entered a US school) field, then select the birth country from which the student came.

Also use this field for students born in US territories (e.g. Puerto Rico, etc.) AND for students born in the US, but who were returned to their family's home country before entering US Schools. Use the US territories selection on the drop down menu for these students. In these cases only (born in a foreign country, born in a US territory), would a US Schools entry date also be entered.

<p>Select One</p> <p>AF004 - Afghanistan</p> <p>AL006 - Albania</p> <p>DZ012 - Algeria</p> <p>AD020 - Andorra</p> <p>AO024 - Angola</p> <p>AG010 - Antigua & Barbuda</p> <p>AO028 - Antigua & Barbuda</p> <p>AR032 - Argentina</p> <p>AM031 - Armenia</p> <p>AW033 - Aruba</p> <p>AU030 - Australia</p> <p>AT040 - Austria</p> <p>AZ031 - Azerbaijan</p> <p>BS044 - Bahamas</p> <p>BH045 - Bahrain</p> <p>BD050 - Bangladesh</p> <p>BB052 - Barbados</p> <p>BY112 - Belarus</p> <p>BE056 - Belgium</p> <p>BZ064 - Belize</p> <p>BJ064 - Benin</p> <p>BM060 - Bermuda</p> <p>BT064 - Bhutan</p> <p>BO066 - Bolivia</p> <p>BW072 - Botswana</p> <p>BR076 - Brazil</p> <p>BN056 - Brunei Darussalam</p> <p>BG100 - Bulgaria</p> <p>BF854 - Burkina Faso</p> <p>MT470 - Malta</p> <p>MR476 - Mauritania</p> <p>MU480 - Mauritius</p> <p>MX484 - Mexico</p> <p>FM563 - Micronesia</p> <p>MD496 - Moldova</p> <p>MC492 - Monaco</p> <p>MN496 - Mongolia</p> <p>MA504 - Morocco</p> <p>MZ508 - Mozambique</p> <p>MM104 - Myanmar</p> <p>NA516 - Namibia</p> <p>NR520 - Nauru</p> <p>NP524 - Nepal</p> <p>NL528 - Netherlands</p> <p>AN530 - Netherlands Antilles</p> <p>NZ554 - New Zealand</p> <p>NI556 - Nicaragua</p> <p>NE562 - Niger</p> <p>NG566 - Nigeria</p> <p>NO578 - Norway</p> <p>OM512 - Oman</p> <p>PK586 - Pakistan</p> <p>PE000 - Palestine</p> <p>PA591 - Panama</p> <p>PG596 - Papua New Guinea</p> <p>PY600 - Paraguay</p> <p>PE604 - Peru</p> <p>PH608 - Philippines</p> <p>PL610 - Poland</p>	<p>BF854 - Burkina Faso</p> <p>BR108 - Burundi</p> <p>KH116 - Cambodia</p> <p>CM120 - Cameroon</p> <p>CA124 - Canada</p> <p>CV132 - Cape Verde Islands</p> <p>CC136 - Cayman Islands</p> <p>CF140 - Central African Rep.</p> <p>TD148 - Chad</p> <p>CL152 - Chile</p> <p>CN156 - China</p> <p>CO170 - Colombia</p> <p>KG174 - Comoros</p> <p>CG180 - Congo, Democratic Republic of</p> <p>CG178 - Congo, Republic of</p> <p>CK184 - Cook Islands</p> <p>CR188 - Costa Rica</p> <p>HR191 - Croatia</p> <p>CJ192 - Cuba</p> <p>CY196 - Cyprus</p> <p>CZ203 - Czech Republic</p> <p>DK008 - Denmark</p> <p>DJ002 - Djibouti</p> <p>DM012 - Dominica</p> <p>DO214 - Dominican Republic</p> <p>TL026 - East Timor</p> <p>EC218 - Ecuador</p> <p>EG018 - Egypt</p> <p>SV222 - El Salvador</p> <p>GG226 - Equatorial Guinea</p> <p>FR176 - France</p> <p>PT020 - Portugal</p> <p>QA034 - Qatar</p> <p>RTNUS - Returned To US</p> <p>RO642 - Romania</p> <p>RU643 - Russia</p> <p>RW646 - Rwanda</p> <p>RS052 - Samoa</p> <p>ST078 - Sao Tome & Principe</p> <p>SA082 - Saudi Arabia</p> <p>SN086 - Senegal</p> <p>SC090 - Seychelles</p> <p>SL094 - Sierra Leone</p> <p>SG102 - Singapore</p> <p>SK103 - Slovakia</p> <p>SI105 - Slovenia</p> <p>SB090 - Solomon Islands</p> <p>SOM06 - Somalia</p> <p>ZA710 - South Africa</p> <p>ES724 - Spain</p> <p>LK144 - Sri Lanka</p> <p>KN059 - St. Kitts, Nevis and Anguilla</p> <p>LC062 - St. Lucia</p> <p>VC070 - St. Vincent and Grenadines</p> <p>SD378 - Sudan</p> <p>SR740 - Suriname</p> <p>SZ748 - Swaziland</p> <p>SE752 - Sweden</p> <p>CH756 - Switzerland</p> <p>SY760 - Syria</p>	<p>GG226 - Equatorial Guinea</p> <p>ER022 - Eritrea</p> <p>EE233 - Estonia</p> <p>ET231 - Ethiopia</p> <p>FJ024 - Fiji</p> <p>FI245 - Finland</p> <p>FR250 - France</p> <p>GA236 - Gabon</p> <p>GA270 - Gambia</p> <p>GE268 - Georgia</p> <p>DE276 - Germany</p> <p>GH080 - Ghana</p> <p>GR300 - Greece</p> <p>GL304 - Greenland</p> <p>GD306 - Grenada</p> <p>GT320 - Guatemala</p> <p>GN234 - Guinea</p> <p>GW024 - Guinea-Bissau</p> <p>GY328 - Guyana</p> <p>HT332 - Haiti</p> <p>BA070 - Herzegovina</p> <p>HR040 - Honduras</p> <p>HU348 - Hungary</p> <p>IS352 - Iceland</p> <p>IN356 - India</p> <p>ID300 - Indonesia</p> <p>IR364 - Iran</p> <p>IQ368 - Iraq</p> <p>IL372 - Israel</p> <p>IE372 - Ireland</p> <p>IL376 - Israel</p> <p>IT380 - Italy</p> <p>CG384 - Ivory Coast</p> <p>JM388 - Jamaica</p> <p>JP392 - Japan</p> <p>JO400 - Jordan</p> <p>KZ396 - Kazakhstan</p> <p>KE404 - Kenya</p> <p>KI296 - Kiribati</p> <p>KR408 - Korea, North</p> <p>KR410 - Korea, South</p> <p>KW414 - Kuwait</p> <p>KG417 - Kyrgyzstan</p> <p>LA418 - Laos</p> <p>LV428 - Latvia</p> <p>LB422 - Lebanon</p> <p>LS426 - Lesotho</p> <p>LR430 - Liberia</p> <p>LY434 - Libya</p> <p>LI438 - Liechtenstein</p> <p>LT440 - Lithuania</p> <p>LU442 - Luxembourg</p> <p>MK452 - Macedonia</p> <p>MG450 - Madagascar</p> <p>MW454 - Malawi</p> <p>MY456 - Malaysia</p> <p>MV462 - Maldives</p> <p>ML466 - Mali</p> <p>MT470 - Malta</p>
<p>MT470 - Malta</p> <p>MR476 - Mauritania</p> <p>MU480 - Mauritius</p> <p>MX484 - Mexico</p> <p>FM563 - Micronesia</p> <p>MD496 - Moldova</p> <p>MC492 - Monaco</p> <p>MN496 - Mongolia</p> <p>MA504 - Morocco</p> <p>MZ508 - Mozambique</p> <p>MM104 - Myanmar</p> <p>NA516 - Namibia</p> <p>NR520 - Nauru</p> <p>NP524 - Nepal</p> <p>NL528 - Netherlands</p> <p>AN530 - Netherlands Antilles</p> <p>NZ554 - New Zealand</p> <p>NI556 - Nicaragua</p> <p>NE562 - Niger</p> <p>NG566 - Nigeria</p> <p>NO578 - Norway</p> <p>OM512 - Oman</p> <p>PK586 - Pakistan</p> <p>PE000 - Palestine</p> <p>PA591 - Panama</p> <p>PG596 - Papua New Guinea</p> <p>PY600 - Paraguay</p> <p>PE604 - Peru</p> <p>PH608 - Philippines</p> <p>PL610 - Poland</p>	<p>PT020 - Portugal</p> <p>QA034 - Qatar</p> <p>RTNUS - Returned To US</p> <p>RO642 - Romania</p> <p>RU643 - Russia</p> <p>RW646 - Rwanda</p> <p>RS052 - Samoa</p> <p>ST078 - Sao Tome & Principe</p> <p>SA082 - Saudi Arabia</p> <p>SN086 - Senegal</p> <p>SC090 - Seychelles</p> <p>SL094 - Sierra Leone</p> <p>SG102 - Singapore</p> <p>SK103 - Slovakia</p> <p>SI105 - Slovenia</p> <p>SB090 - Solomon Islands</p> <p>SOM06 - Somalia</p> <p>ZA710 - South Africa</p> <p>ES724 - Spain</p> <p>LK144 - Sri Lanka</p> <p>KN059 - St. Kitts, Nevis and Anguilla</p> <p>LC062 - St. Lucia</p> <p>VC070 - St. Vincent and Grenadines</p> <p>SD378 - Sudan</p> <p>SR740 - Suriname</p> <p>SZ748 - Swaziland</p> <p>SE752 - Sweden</p> <p>CH756 - Switzerland</p> <p>SY760 - Syria</p>	<p>SY760 - Syria</p> <p>TW158 - Taiwan</p> <p>TJ762 - Tajikistan</p> <p>TZ034 - Tanzania</p> <p>TH964 - Thailand</p> <p>TG768 - Togo</p> <p>TO776 - Tonga</p> <p>TT780 - Trinidad & Tobago</p> <p>TN788 - Tunisia</p> <p>TR792 - Turkey</p> <p>TM795 - Turkmenistan</p> <p>ZZ966 - US Territory</p> <p>UG000 - Uganda</p> <p>UA004 - Ukraine</p> <p>AE784 - United Arab Emirates</p> <p>GB026 - United Kingdom</p> <p>ZZ999 - Unlisted Foreign Country</p> <p>UY058 - Uruguay</p> <p>UZ980 - Uzbekistan</p> <p>VU548 - Vanuatu</p> <p>VE862 - Venezuela</p> <p>VN704 - Vietnam</p> <p>VG092 - Virgin Is., British</p> <p>EH732 - Western Sahara</p> <p>YE867 - Yemen</p> <p>YU891 - Yugoslavia</p> <p>ZM894 - Zambia</p> <p>ZW716 - Zimbabwe</p>

NOTE: The option RTN-US has been added to the dropdown menu for Birth Country. Select RTN-US and enter the correct date in the US Sch Entry Date field. Students in this specific circumstance might qualify for the first-year AYP exemption. The Title III office will closely scrutinize students in this category to ensure that the RTN-US code is not misused.

Parent Military Status
(SC_ParentsMilitaryStatus)
[Students(1)]

Select from the drop-down list the appropriate status for your student:

- (blank) – Neither Parent nor Guardian is serving in any military service.
- 01 – A Parent or Guardian is serving in the National Guard but is not deployed.
- 02 – A Parent or Guardian is serving in the Reserves but is not deployed.
- 03 – A Parent or Guardian is serving in the National Guard and is currently deployed.
- 04 – A Parent or Guardian is serving in the Reserves and is currently deployed.
- 05 – A Parent or Guardian is serving in the military on active duty but is not deployed.
- 06 – A Parent or Guardian is serving in the military on active duty and is currently deployed.
- 07 – The student's Parent or Guardian died while on active duty within the last year.
- 08 – The student's Parent or Guardian was wounded while on active duty within the last year.

<p>SC IEP Ind(icator) (SC_iep_ind) [Students(1)]</p> <p>Change for 2014-15 SCDE no longer collects this data value</p>	<p>Selection is now grayed out.</p>
<p>School Res(idence) (SC_SchoolRes) [Students(1)]</p>	<p>Enter the 7 digit code (School Identification Number or SIDN) for the school to which the student would be assigned based on the home/street address (geocode). You may reference the list of school numbers at this location on the web page for the Office of Accreditation: http://ed.sc.gov/agency/programs-services/128/. This is of particular interest for students who attend virtual or charter schools and switch to or from their school of residence.</p> <p>Note: A school identification number (SIDN) is a seven-digit number assigned to a public school or district by the South Carolina Department of Education (SCDE). This seven-digit number, which is unique to a single school, is used by the SCDE as a means of tracking internal operations, such as school accreditation, pupil accounting, funding, testing, and data collection.</p>
<p>Transp(ortation) Needed (SC_Trans_Needed) [Students(1)]</p>	<p>From the drop-down menu, select the most appropriate choice that indicates the student's transportation needs:</p> <ul style="list-style-type: none"> • Blank – None [default] • A – AM Bus Only • B – AM & PM Bus • C – POV (Car Rider) • D – Daycare Provider • P – PM Bus Only • W – Walker • Y – Bicycle
<p>Unlisted Phone SCDE no longer collects this data value.</p>	<p>Indicate whether or not a student's home phone number is Unlisted:</p> <ul style="list-style-type: none"> • (blank) Listed Number • X – Unlisted Number. <p>School and district personnel may need to use this field to indicate privacy for the student and parent.</p>
<p>Bus 1 (SC_BusInfo1) [Students(1)]</p>	<p>Key in and VERIFY carefully the number that identifies which bus the student rides to school if you select A – AM Bus Only or B – AM&PM Bus for the Bus Transportation Needed field (above).</p> <p>You will need to use one of two numbers:</p> <ol style="list-style-type: none"> 1. The bus number assigned by your district; for example, 18. 2. The last 6 characters in the SCDE Bus Identification Number; for example, 7-0001 if that number is 57-0001 <p>You can request the appropriate bus number from your local District Transportation Office. <u>This number must be six or fewer alphanumeric characters.</u></p>
<p>Bus 2 (SC_BusInfo2) [Students(1)]</p>	<p>Key in and VERIFY carefully the number that identifies which bus the student rides from school to his home in the afternoon if you select B – AM&PM Bus or P – PM Bus Only for the Bus Transportation Needed field (above).</p> <p>Again you will need to use one of two numbers:</p> <ol style="list-style-type: none"> 1. The bus number assigned by your district; for example, 18. 2. The last 6 characters in the SCDE Bus Identification Number; for example, 7-0001 if that number is 57-0001 <p>You can request the appropriate bus number from your local District Transportation Office. <u>This number must be six or fewer alphanumeric characters.</u></p>

<p>Diploma Type (for transcript) (SC_Diploma_Type) [Students(1)]</p> <p>Change for 2014-15</p>	<p>Enter the type of diploma the student is currently seeking or has earned upon meeting graduation requirements. The value in this field prints on both SC Final and Work in Progress transcript object reports.</p> <p>The following are the only diploma type codes/descriptions standardized by SCDE.</p> <ul style="list-style-type: none"> • F – State of SC Diploma • N – District Non-Diploma Award <p>The State of SC Certificate is now grayed out.</p>
<p>Grad(uation) Date (SC_GradDate) [Students(1)]</p>	<p>Enter the Student’s Graduation Date using this format: mm/dd/yyyy which prints on both the SC Final and Work in Progress transcript object reports for the Graduation Date information. Of course this date is a projected date for students in grades K-11.</p> <p><u>Verify/Edit the values for the senior class members as soon as your district or school calendar is finalized.</u></p>
<p>Orig(inal) Entry Date (SC_Origentrydate) [Students(1)]</p> <p>Change for 2014-15: The Enter Date will be removed from the updated SC Transcript Templates; therefore, you will not need to populate this field</p>	<p>The Original Entry Date field is no longer collected or used by SCDE or schools for transcripts. However, the following information is included in the official SC Transcript Object Codes:</p> <ul style="list-style-type: none"> • Graduation Date: ^(SC_GradDate) • Class Of: ^(Sched_YearOfGraduation) • Diploma Type: ^(decode;^(SC_Diploma_type);F;State of SC Diploma;N;District Non-Diploma Award)
<p>Advisor (SC_Advisor) [Students(1)]</p> <p>SCDE no longer collects this data value.</p>	<p>Enter the student’s advisor IF YOUR DISTRICT or SCHOOL administrators request that you do so. This field was previously used for entering advisor number and name for distribution of testing materials.</p> <p>The Office of Assessment will NOT use this field for collecting the advisor name and number; instead the values for the advisor name and number fields located on the sections page will be used for precode purposes.</p>

<p>Instructional Setting (SC_InstrSetting) [Students(1)]</p> <p>Note from Division of Accountability, SCDE – Update for 2013-14</p>	<p>Select <u>one</u> of the choices below. The IS field indicates that the student is currently receiving special education services and has an Individualized Education Program (IEP) in effect. This field will be used by the Offices of Exceptional Children, Research and Data Analysis, Medicaid and Finance for reporting purposes.</p> <ul style="list-style-type: none"> • (blank) - Regular Ed - Full Yr • 504 - 504 Plan - Full Yr • SE - Special Ed - Full Yr • SR - Currently SE, was Reg Ed • SP - Currently SE, was 504 Plan • RS - Currently Reg Ed, was SE • RP - Currently Reg Ed, was 504 Plan • PR - Currently 504 Plan, was Reg Ed • PS - Currently 504 Plan, was SE <p>NOTE: If SE, SR, SP, RS, or PS – Special Ed is selected and the student is physically located at a school that does not include his/her true grade level, then you will also need to complete the “True Grade” field located on this same page. (See note for True Grade below.)</p> <p>Excerpt from memorandum released by Nancy W. Busbee, PhD, Deputy Superintendent, Accountability Division, South Carolina Department of Education on July 8, 2013 provides District Superintendents notice that, beginning with the 2013–14 school and reporting year, the South Carolina Department of Education (SCDE) will use the “Instructional Setting” (IS) field in PowerSchool to ensure the state is accurately identifying all students with disabilities (SWD) covered by the Individuals with Disabilities Education Act, 2004 (IDEA) for <u>all</u> federal and state reporting as well as accountability.</p> <p><i>In 2013–14 the SCDE will utilize the “Instructional Setting” field in all federal and state reporting and accountability. This includes use of the IS field for Elementary and Secondary Education Act (ESEA) reporting and state Report Cards. The SCDE will use the “Instructional Setting” field in PowerSchool as the primary identifier of students in the SWD subgroup. The EFA field will be used, for a transitional period, as a secondary resource for this subgroup identification. This will ensure all children receiving special education as covered by the IDEA are included in the SWD subgroup. For example, students with disabilities who require minimal special education services, and therefore do not meet the minimum required minutes of services for EFA under a disability classification, would be omitted from the SWD subgroup using the EFA field alone. Identification through the appropriate codes in “Instructional Setting” will enable the SCDE to better capture and report valid and reliable data.</i></p>
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True Grade*(SC_truegrade)**[Students(1)]*

Beginning with the 2014-15 school year, the True Grade field will be initialized (MISCELLANEOUS INITIALIZATION) for all students enrolled in PowerSchool.

SCDE recommends that you export the student records to verify the list for students whose “IS” and “True Grade” fields will need to be repopulated for the new year.

Some special programs to which students are assigned are offered at physical or virtual locations different from the student’s home school; therefore, grade levels for the other location cannot correctly indicate true grade level. For these students, select the value for student’s “True Grade” from the drop-down list.

Populate the True Grade field ONLY for those students who are receiving special education services at a school location that does not include their grade level in the grade range for entry in the Grade Level field.

True Grade levels from which to select:

Option Value	Grade Level
value=""> (blank)	None selected
-2	PK3
-1	PK4
0	K
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
AE	Adult Ed
Z1	1st yr after 12th Grade
Z2	2nd yr after 12th Grade
Z3	3rd yr after 12th Grade
Z4	4th yr after 12th Grade

Medicaid No*(SC_MedicaidID)**[Students(1)]*

Enter the assigned number for students who receive Medicaid services. The Department of Health and Human Services assigns specific students a permanent Medicaid number.

Important Note: Your district could lose funding for students through the federal and state resources if you fail to populate this field correctly.

<p>Migrant* (SC_Migrant) [Students(1)]</p>	<p>Check the box to indicate a student is a migrant. An SEA reviewed and approved Certificate of Eligibility (COE) is required to determine eligibility for migrant status while resident and enrolled in a school district. Migrant status is based upon the following definition:</p> <p>A migratory student is a student who is, or whose parent, spouse, or guardian is, a migratory agricultural worker, including a migratory dairy worker, or a migratory fisher, and who, in the preceding 36 months, in order to obtain, or accompany such parent or spouse in order to obtain temporary or seasonal employment in agricultural or fishing work:</p> <ul style="list-style-type: none"> • has moved from one school district to another; or • in a State that is comprised of a single school district, has moved from one administrative area to another within such district; or • resides in a school district of more than 15,000 square miles, and migrates a distance of 20 miles or more to a temporary residence to engage in a fishing activity. <p>Agricultural activity is defined as follows:</p> <ul style="list-style-type: none"> • any activity directly related to the production or processing of crops, dairy products, poultry or livestock for initial commercial sale or personal subsistence; • any activity directly related to the cultivation or harvesting of trees; or • any activity directly related to fish farms. <p>You can find the Certificate of Eligibility form on the Accountability website.</p>																																																																																																
<p>Middle/Early College (SC_MiddleEarlyCollege) [Students(1)]</p>	<p>Check if the student is enrolled in an Early College Program. This field is for a high school student only.</p>																																																																																																
<p>Moved To District (SC_Moved_To_District) [Students(1)]</p>	<p>In the case of a transferred student, select the appropriate disposition from the drop-down. If the student did not transfer to a South Carolina public district, other dispositions are available for Georgia, Home Schooled, Non-Border State, North Carolina, and Private School.</p> <table border="1" data-bbox="505 982 1495 1650"> <tr><td>Abbeville County Schools (0160)</td><td>Aiken County Schools (0201)</td><td>Allendale County Schools (0301)</td></tr> <tr><td>Anderson School District One (0401)</td><td>Anderson School District Two (0402)</td><td>Anderson School District Three (0403)</td></tr> <tr><td>Anderson School District Four (0404)</td><td>Anderson School District Five (0405)</td><td>Anderson Alternative (0470)</td></tr> <tr><td>Bamberg School District One (0501)</td><td>Bamberg School District Two (0502)</td><td>Barnwell School District Nineteen (0619)</td></tr> <tr><td>Barnwell School District Twenty-nine (0629)</td><td>Barnwell School District Forty-five (0645)</td><td>Beaufort Country Schools (0701)</td></tr> <tr><td>Berkeley County Schools (0801)</td><td>Calhoun 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<p>Moved To School (SC_Moved_To_School) [Students(1)]</p>	<p>In the case of a transferred student, select the appropriate disposition from the drop-down list. If the student did not transfer to a South Carolina public district, leave the field blank. <u>The drop-down will only populate after a district is chosen for the Moved To District field above.</u></p>																																																																																																

<p>NoShow Reason (SC_NoShow_Reason) [Students(1)]</p>	<p>Indicate the reason for the student “no showing” <u>on the first day of the new school year</u> by selecting one of the following:</p> <ul style="list-style-type: none"> • N10 – Transfer/In-District • N11 – Transfer/Out-of-District • N12 – Transfer/Out-of-State • N13 – Transfer/Adult Ed-GED • N14 – Transfer/Adult Ed-Diploma • N15 – Transfer/Adult Ed-Other • N16 – Early Graduate (for students who completed HS requirements after the end of the previous year of school and before the next year) • N17 – Home Schooled • N18 – Foreign Exchange • N19 – Retained at Previous School • N20 – Deceased <p>Note: Students who were enrolled to attend this school during the enrollment period (spring through summer) were assigned the start date as the first day for the new school year. Should the student or parent of the student withdraw his/her enrollment, you will need to No-Show the student by withdrawing the student on this same start date and selecting the reason for this field.</p> <p>Failure to “NO-SHOW” a student who does not attend school on the first day of the new school year will negatively impact enrollment and re-enrollment data for reporting membership and attendance for students.</p>
<p>Dropout Date (SC_Dropout_Date) [Students(1)]</p>	<p>For the Dropout Date field, enter the date (mm/dd/yyyy) on which the student became a dropout – usually the first date of non-attendance.</p> <p>*NOTE: The Office of Student Intervention Services may need to update the requirements for dropout data and present the changes during the annual training workshops based on any federal or state regulations. Always check the office web pages for any updates.</p>
<p>Dropout Reason (SC_Dropout_Reason) [Students(1)]</p>	<p>Use the W36 Withdrawal Code (see student menu > Enrollment Section > Functions > Transfer Out of School) for all students who are identified as dropouts. These students <u>must receive both a Dropout Reason and Dropout Date.</u> (See <i>Policies for Dropout Data Collection</i> on the web page for this office.).</p> <ul style="list-style-type: none"> • Blank - blank • 20 - Status Unknown • 23 – Transfer to Adult Ed • 26 - Pregnancy • 27 - Proprietary/Trade School - No Educ. Prog • 29 - Pursue Job • 30 - Military Service - No Educ. Program • 32 - Adult Correctional Facility-No Educ Prog • 33 - Expelled / Did Not Return • 37 - Poor Attendance • 38 - Because of Age • 39 - To get Married • 40 - Low or Failing Grades • 41 - Emancipated by Courts • 42 - Suspended / Did Not Return • 43 - Hospital - No Educ. • 44 - Rehabilitative Facility - No Educ.

<p>Title I Assistance (SC_Title1AsstTypeCode) [Students(1)]</p>	<p>Select whether a student is included in the Title I Program; the choice should be blank (default) for students NOT receiving assistance or T for students receiving assistance:</p> <ul style="list-style-type: none"> • Title 1 Assistance • Title 1 Math • Title 1 ELA 
<p>Title I Math (SC_Title1MathInd) [Students(1)]</p>	<p>Select whether a student is included in the Title I Math Program:</p> <ul style="list-style-type: none"> • N – Student not in this Title I Program • Y – Yes, Student is in this Title I Program
<p>Title I ELA (SC_Title1ReadInd) [Students(1)]</p>	<p>Select whether a student is included in the Title I ELA Program:</p> <ul style="list-style-type: none"> • N – Student not in this Title I Program • Y – Yes, Student is in this Title I Program

Special Programs Page

Add the special program for the student by completing the fields on the New Special Program Enrollment page. You may also use mass enrollment to enter groups of students into special programs. (For procedural information, search the Pearson website using your PowerSource login for this article: ID 6020 – Importing/Mass Populating Special Program Enrollments).

Display Name: Fields Required to be Populated	Internal Field Name	First Due Date	Office Requesting Data
Entry Date	Enter_Date	QDC1	AS, FP, SI,
Exit Date	Exit_Date	QDC1	AS, EC, FP, SI,
Exit Reason	ExitCode	QDC1	AS, FP, SI,
Grade	GradeLevel	QDC1	AS, EC, FP, SI,
Program	ProgramID	QDC1	AS, FP, SI,

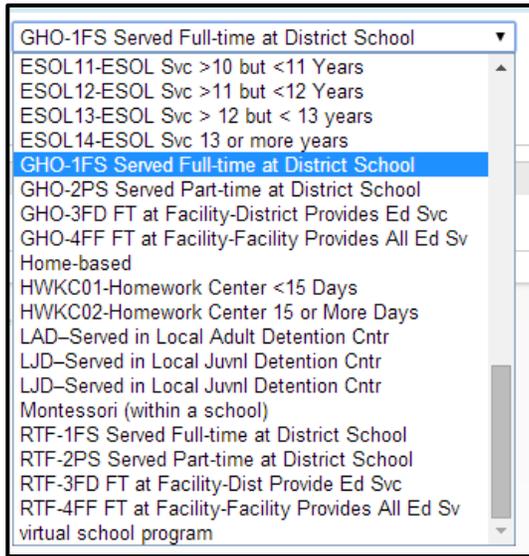
Start Page → Student Selection → Special Programs

The screenshot shows the 'New Special Program Enrollment' page in PowerSchool. The user is logged in as Louise Amos. The page title is 'New Special Program Enrollment' and the student information is Campbell, Linda Christina, ID 12 370010000159, LHS. The form fields are:

- Comment: (empty text box)
- Entry Date: 8/26/2013
- Exit Date: 6/3/2014
- Exit Reason: W21
- Grade Level: 12
- Program: A dropdown menu is open, showing a list of program options. The selected option is 'GHO-1FS Served Full-time at District School'. Other options include ESOL programs, RTF programs, and various facility-based programs.

 A legend at the bottom of the form explains the program codes:

- Legend:
 - Page Icons: [Calendar icon] Date Entry |
 - GHO-1FS Served Full-time at District School
 - GHO-2PS Served Part-time at District School
 - GHO-3FD FT at Facility-District Provides Ed Svc
 - GHO-4FF FT at Facility-Facility Provides All Ed Sv
 - Home-based
 - HWKC01-Homework Center <15 Days
 - HWKC02-Homework Center 15 or More Days
 - LAD-Served in Local Adult Detention Cntr
 - LJD-Served in Local Juvenil Detention Cntr
 - LJD-Served in Local Juvenil Detention Cntr
 - Montessori (within a school)
 - RTF-1FS Served Full-time at District School
 - RTF-2PS Served Part-time at District School
 - RTF-3FD FT at Facility-Dist Provide Ed Svc
 - RTF-4FF FT at Facility-Facility Provides All Ed Sv
 - virtual school program



Entry Date <i>(Enter_Date)</i> <i>[SpEnrollments(41)]</i>	Enter the date on which the student was enrolled in the Special Program. Use the mm/dd/yyyy or mm-dd-yyyy format so you do not get an alert. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Exit Date <i>(Exit_Date)</i> <i>[SpEnrollments(41)]</i>	Enter the first date the student transferred out and is no longer active in the program. Use the mm/dd/yyyy or mm-dd-yyyy format so you do not get an alert. If you submit the date with an incorrect format, the date field is submitted as a blank entry. NOTE: Beginning 2013-14, indicators identifying “Special Program Services” for individual students should receive an end date prior to the start of the new school year. <i>Each new year requires a new start date for services provided.</i>
Exit Reason <i>(Exitcode)</i> <i>[SpEnrollments(41)]</i>	Enter a brief description indicating why the student exited the program.
Grade Level <i>(GradeLevel)</i> <i>[SpEnrollments(41)]</i>	This field reflects the grade level for the student <u>when enrolled in this program</u> .
Program <i>(ProgramID)</i> <i>[SpEnrollments(41)]</i>	Select the program in which the student is placed using the drop-down list provided by your district. Program Name is displayed and ProgramId is internal)

Codes and Descriptions for Special Programs

These programs may or may not be implemented in your district or school. **Input those that are appropriate for use in your locations.**

Code	Description	Office Contact
21 st CCLC	This program name replaces all other special program indicators for 21st Century Learning beginning 2013-14.	Student Intervention Services, Dr. Sabrina Moore, 803-734-8279; 21st – 21st CCLC

ALTPES	Alternative Pgm - Elementary School Formerly ALC	<p>{Office of Student Intervention Services: Aveene Coleman, 803-734-3057}</p> <p>Special Note: Use ALTPES, ALTPHS, or ALTPMS for Alternative School Programs</p> <p>An Alternative School Program is defined as one "designed to provide appropriate services to students who for behavioral or academic reasons are not benefiting from the regular school program or may be interfering with the learning of others." (South Carolina Code of Laws, 1976 (as amended, 1990); Chapter 63, Title 59, Article13; Section 59-63-1300).</p> <p>Note: <u>Students who are enrolled in alternative programs based on special needs (e.g. 504 plan or IEP), should not be included here.</u></p>
ALTPHS	Alternative Pgm - High School Formerly ALC	
ALTPMS	Alternative Pgm - Middle School Formerly ALC	
AR0001	AVID	<p>{Office of Student Intervention Services: Dr. John Lane, 803-734-8125 or Jllane@ed.sc.gov}</p> <p>AT Risk Programs -- ARxxxx</p>
AR0003	Boys & Girl Clubs of America	
AR0004	Check and Connect	
AR0006	High Schools That Work	
AR0021	Academic Alternatives	
AR0024	CBI-Educ Options Novel/Starts	
AR0025	CBI-PDI/Novanet	
AR0026	CBI-PLATO Learning, Inc.	
AR0029	Gateway to College	
AR0031	Richland One Middle College	
AR0032	Fast Forward	
AR0033	GEARUP	
AR0035	JSCG	
AR0040	Pickens County Star Academy	
AR0043	Reconnecting Youth	
AR0045	SCATE	

AR0046	Virtual School Program** Description changed 2011-12 from Virtual School to Virtual School Program. DO NOT CONFUSE with the courses offered through SC Virtual School Program — Sections Page)
AR0047	Truant Recovery Program
AR0048	Union Alternative School
AR0049	Upward Bound
AR0050	WorkKeys/KeyTrain
AR0052	PAR
AR0062	AIM
AR0063	Apex Learning
AR0064	BADD
AR0069	Star Academy
AR0071	SC Chamber of Commerce
AR0072	Title One Enrichment Program
AR0074	Family Solution Intervent Plan
AR0080	Big Brothers Big Sisters
AR0081	Keeping it REAL
AR0082	Project GRAD
AR0083	Project TND
AR0084	Quantum Opportunities Program
AR0085	STEP
AR0086	Teen Outreach Program (TOP)
AR0087	Too Good for Drugs and Violence
AR0088	ACT EXPLORE
AR0089	Career Education Options (CEO)
AR0090	Complete High School MAZE
AR0091	CMCD
AR0092	Early College
AR0093	LRP
AR0094	Moss High Point Entrepreneurship
AR0095	NFTE
AR0096	Phoenix Academy
AR0097	Positive Action

AR0098	Project Respect	
AR0099	Reconnecting Youth	
AR0100	SIATech	
AR0101	Youth Build	
AR0102	Healing Species	
CDEP01	CDEPP Pgm Current Yr	
CRED07	Credit Recovery Pgm 7th Grade	
CRED08	Credit Recovery Pgm 8th Grade	
CRED09	Credit Recovery Pgm 9th Grade	
CRED10	Credit Recovery Pgm 10th Grade	
CRED11	Credit Recovery Pgm 11th Grade	
CRED12	Credit Recovery Pgm 12th Grade	
EEDASM	EEDA Summer Project	
ELLI – English Language Learner Instruction	<p>ESOL and ELLI (Special Program Services) If the English Proficiency code of 1–5 or A–D is selected on the SC Additional Student Information Page, then a current ESOL and one or more current ELLI entries are required. (Note: “Current” means the entry has a program Entry Date from the current school year and there is no Exit Date yet.) There may be only one current ESOL entry per student per school year. There may be more than one current ELLI entry.</p> <p>Entry and Exit Dates</p> <ul style="list-style-type: none"> • The program Entry Date for active ESOL and ELLI entries must be later than the last day of school for the last school year. • The SCDE will use the following rules to check for errors. • Any current ESOL or ELLI entry with a program Entry Date from last school year (i.e., no later than the close of school for the last school year) will not be considered current. • The ESOL and ELLI exit dates should not exceed the latest date that any school closes in S.C. 	
ELLI01	ESL Pull-out Class	<p>Federal Programs: Crystal Fields, 803-734-8306</p> <p>ELLI – English Language Learner Instruction</p>
ELLI02	ESL Class Period	
ELLI03	ESL Push-in	
ELLI04	ESL Newcomer Program	
ELLI05	ESL Sheltered Content-Based Pgm	
ELLI06	ESL Structured Immersion	
ELLI07	ESL Mainstream With Accommodations	
ELLI08	ESL Mainstream without Accommodations	
ELLI09	ESL Monitored	
ESOL01	<1 year of ESOL Service	
ESOL02	ESOL Svc > 1 but < 2 years	

ESOL03	ESOL Svc > 2 but < 3 years	ESOL – Cohort Group	
ESOL04	ESOL Svc > 3 but < 4 years		
ESOL05	ESOL Svc > 4 but < 5 years		
ESOL06	ESOL Svc > 5 but < 6 years		
ESOL07	ESOL Svc > 6 but < 7 years		
ESOL08	ESOL Svc > 7 but < 8 years		
ESOL09	ESOL Svc > 8 but < 9 years		
ESOL10	ESOL Svc > 9 but < 10 years		
ESOL11	ESOL Svc > 10 but < 11 years		
ESOL12	ESOL Svc > 11 but < 12 years		
ESOL13	ESOL Svc > 12 but < 13 years		
ESOL14	ESOL Svc 13 or more years		
HBSD01 Home-Based FOR DISTRICT USE	<p>Home-Based -- DISTRICT REQUEST to Add this to Special Programs, Districts have requested this item to indicate which students should be coded as home-based when a student receives educational services at home.</p> <p>Since you will use the home-based field for situations that require a student to be taught at home, ensure that IEP documentation states specifically this student qualifies for this indicator. Home-based placements by an individualized education program (IEP) team are not the same as medical homebound placements. A special education home-based placement is a change of placement for a student with a disability to a home setting by his or her IEP team.</p> <p>The IEP team must determine that such a placement is appropriate and constitutes the least restrictive environment in light of the student’s disability. Home-based services for a student with a disability must be determined by the student’s IEP team, which includes the student’s parent, legal guardian, or surrogate parent. The amount of services for a home-based student must be individualized and meet the student’s need for instruction, related services, transition services, assistive devices, and supplementary aids and services during the period of home-based placement.</p>		For PowerSchool Support: Research and Data Analysis
HWKC1	Homework Center < 15 days		Student Intervention Services, Dr. Sabrina Moore, 803-734-8279 HWC – After-school Homework Center
HWKC2	Homework Center 15 or more days		
Group Homes / Residential Treatment Facilities	<p>Each year, students in some districts are sent to group homes or residential treatment facilities (RTFs), either in the students' districts or in another district in the state. Those students remain in the accountability system for assessments and for graduation rate calculations, among other reports.</p> <p>Students are typically placed in group homes by state agencies based on specific student or family needs. Students are usually placed in RTFs by state agencies because of behavioral, medical, health, or other needs that require medical or psychiatric interventions. Together, group homes and RTFs are referenced as</p>	<p>Group Homes Office of Special Education Services: John Payne, 803-734-8221; Research and Data Analysis, Cynthia Hearn, 803-734-8269 or Lisa Woodard, 803-734-8573</p> <p>Residential Treatment Facilities Exceptional Children: Beverly Bequeath- Collum; bcollum@ed.sc.gov</p>	

	<p>"out-of-home care facilities" or "therapeutic care facilities" in materials from the Office of Exceptional Children; in PowerSchool, such facilities are not grouped, per se, and should be considered different types of facilities for record keeping purposes. Identify students who are being served in group homes, residential treatment facilities or juvenile detention facilities by using the codes below to indicate where and how students are served.</p> <p>NEW FOR MID YEAR 13-14: Proviso for Juvenile Detention Facilities 13-14:1.10 (SDE: <i>Instruction in Juvenile Detention Centers</i>) <i>It shall be the responsibility of the school district where a local juvenile detention center is located to provide adequate teaching staff and to ensure compliance with the educational requirements of this State. Students housed in local detention centers are to be included in the average daily membership count of students for that district and reimbursement by the Department of Education made accordingly.</i></p> <p>Identify students who are being served in group homes, residential treatment facilities or juvenile detention facilities by using the codes below to indicate where and how students are served.</p>	
<p>Group Homes</p>	<ul style="list-style-type: none"> • GHO-1FS -- Served Full-time at District School Student is served in a group home or other group care facility and is receiving educational services full-time at the public school (Formerly – Group Home Services = “FS”). • GHO-2PS -- Served Part-time at District School Student is served in a group home or other group care facility and is receiving educational services part-time at the public school (Formerly – Group Home Services = “PS”). • GHO-3FD -- FT at Facility-District Provides Ed Svc Student is served in a group home or other group care facility and is receiving all educational services at the facility with public school district providing educational services. (Part 1B, Section 1.8, H63 Department of Education, 2012-2013 Appropriation Act) • GHO-4FF -- FT at Facility-Facility Provides All Ed Svc Student is served in a group home or other group care facility and is receiving all educational services at the facility with facility 	

	<p>school district contracting the services. (Although available as an option in PowerSchool, GHO-4FF – is not a valid code under Part 1B, Section 1.8, H63 Department of Education, 2012-2013 Appropriation Act, where districts have the responsibility to provide educational services to students residing in group facilities.)</p>	
Residential Treatment Facilities	<ul style="list-style-type: none"> • RTF-1FS -- Served Full-time at District School Student is served in a residential treatment facility and is receiving educational services full-time at the public school (Formerly – Group Home Services = “FS”). • RTF-2PS -- Served Part-time at District School Student is served in a residential treatment facility and is receiving educational services part-time at the public school (Formerly – Group Home Services = “PS”). • RTF-3FD -- FT at Facility-Dist Provide Ed Svc Student is served in a residential treatment facility and is receiving all educational services at the facility with public school district providing educational services. (Part 1B, Section 1.61, H63 Department of Education, 2012-2013 Appropriation Act) • RTF-4FF -- FT at Facility-Facility Provides All Ed Svc Student is served in a residential treatment facility and is receiving all educational services at the facility with facility school district contracting the services. (Part 1B, Section 1.61, H63 Department of Education, 2012-2013 Appropriation Act) 	
Juvenile Detention Facilities	<ul style="list-style-type: none"> • LJD – Served in Local Juvnl Detention Cntr Student is housed in a local juvenile detention center with public school district providing educational services. • LAD–Served in Local Adult Detention Cntr Student is housed in a local adult detention center with public school district providing educational services. 	
International Baccalaureate (IB)	<p>The International Baccalaureate Programs are offered as a Primary Years, a Middle Years, and a Diploma Program and conform to the requirements of the International Baccalaureate Organization.</p> <p>SC Uniform Grading Policy information for the International Baccalaureate Courses in a Diploma Program:</p> <p>The following criteria apply to the International Baccalaureate (IB) courses—including those offered online and in other nontraditional settings and those recorded on a transcript from an out of state school that is accredited under the regulations of the board of education of that state or the appropriate regional accrediting agency: the New England</p>	<p>{Federal and State Accountability: Dr. Briana Timmerman; 803-734-8046, BTimmerman@ed.sc.gov}</p>

	<p>Association of Colleges and Schools, the Middle States Association of Colleges and Schools, the Southern Association of Colleges and Schools, the North Central Association of Colleges and Schools, the Western Association of Colleges and Schools, or the Northwest Association of Colleges and School (as specified in State Board Regulation 43273, Transfers and Withdrawals).</p> <ul style="list-style-type: none"> • Only IB courses can be awarded only a full quality point above the CP weighting. • Seminar or support courses for IB may be weighted as honors but not as IB courses: a standard level (SL) IB course can carry only one quality point. However, two quality points of IB credit can be granted for higher level (HL) courses in the IB program that require a minimum of 240 hours of instruction. 	
MONT01	Montessori (within a school)*	{Office of School Effectiveness: Katie Golfus, 803-734-8470}

Functions

Attendance

Daily Bulletin

Enrollment Summary

Master Schedule

Dashboard

Special Functions

Teacher Schedules

Reports

System Reports

ReportWorks

People

Student Search

Staff Search

Parent Search

Enroll New Student

New Staff Entry

New Parent Entry

Setup

District

System

Personalize

Applications

PowerLunch

PS Administrator

PT Administrator

ReportWorks Developer

Special Programs

[New](#)

Program Name	Show Current Students
21st CCLC	Display
ALTPES-Alternative Pgm - Elementary School	Display
ALTPHS-Alternative Pgm - High School	Display
ALTPMS-Alternative Pgm - Middle School	Display
AR0050-WorkKeys/KeyTrain	Display
CDEP01-CDEPP Pgm Current Yr	Display
CRED07-Credit Recovery Pgm 7th Grade	Display
CRED08-Credit Recovery Pgm 8th Grade	Display
CRED09-Credit Recovery Pgm 9th Grade	Display
CRED10-Credit Recovery Pgm 10th Grade	Display
CRED11-Credit Recovery Pgm 11th Grade	Display
CRED12-Credit Recovery Pgm 12th Grade	Display
Do Not Use - 21ST01-21st Century 1st Year in Pgm	Display
Do Not Use - 21ST02-21st Century 2nd Year in Pgm	Display
Do Not Use - 21ST03-21st Century 3rd Year in Pgm	Display
Do Not Use - 21ST04-21st Century 4th Year in Pgm	Display
Do Not Use - 21ST05-21st Century 5th Year or More	Display
ELLI01-ESL Pull-Out Class	Display
ELLI02-ESL Class Period	Display

ESOL14-ESOL Svc 13 or more years	Display
GHO-1FS Served Full-time at District School	Display
GHO-2PS Served Part-time at District School	Display
GHO-3FD FT at Facility-District Provides Ed Svc	Display
GHO-4FF FT at Facility-Facility Provides All Ed Sv	Display
Home-based	Display
HWKC01-Homework Center <15 Days	Display
HWKC02-Homework Center 15 or More Days	Display
LAD-Served in Local Adult Detention Cntr	Display
LJD-Served in Local Juvnl Detention Cntr	Display
Montessori (within a school)	Display
RTF-1FS Served Full-time at District School	Display
RTF-2PS Served Part-time at District School	Display
RTF-3FD FT at Facility-Dist Provide Ed Svc	Display
RTF-4FF FT at Facility-Facility Provides All Ed Sv	Display
virtual school program	Display
Note: This list of special programs applies to all schools using this PowerSchool server.	

Staff Page

Display Name: Fields Required to be Populated	Internal Field Name	First Due Date	Office Requesting Data
Name (Last, First MI)	Last_Name	Sep	AS, CT, EC, FN, IP-E, TE
Name (Last, First MI)	First_Name	Sep	AS, CT, EC, FN, IP-E, TE
Name(Last, First MI)	Middle_Name	Sep	AS, CT, EC, FN, IP-E, TE
Email Address	Email_Addr	X	AS, EC,
Gender	Gender	Sep	AS, TE
Ethnicity (staff)	FedEthnicity	Sep	AS, EC, RDA
Race	RaceCd	Sep	AS, CT, IP-E
ID	TeacherNumber	Sep	AS, ED, FN, IP-E
StatePrid (Teacher Certificate Number)	SIF_StatePRID	Sep	AS, CT, EC, FN, IP-E, TE
SSN (Teacher)	SSN	Sep	AS, CT, FP, IP-E, TE
Active (Check Box – Status)	Status	Sep	AS, CT, EC, FN, IP-E, TE
Staff Type	StaffStatus	Sep	AS
Generation (Jr., III, etc.)	SC_Tchr_Generation	Aug	AS, EC, FP, FN, MC, SI

Start Page > Staff > Select A Staff Member > Information – (Teacher/Staff Member)

Information - Amos, Louise 7568490

Name (Last, First MI)

Preferred Name

Email Address

Title

Gender

Federal Ethnicity and Race

Ethnicity Yes
 No Is the staff member Hispanic or Latino?

Race Asian Black or African American American Indian or Alaska Native Native Hawaiian or Other Pacific Islander White What is the staff member's race?

Reporting Ethnicity

ID

StatePrid (Cert #)

Homeroom

Home School

Lunch ID

Home Phone #

School Phone #

Street

City, State, Zip

SSN

DOB (MM/DD/YYYY)

Staff Type

Active

Additional South Carolina State Report Information for Staff

Generation (Jr., Sr., etc.)

<p>Name (Last, First, M) (First_Name) (Last_Name) (Middle_Name) [Teachers(5)]</p>	<p>Ensure the name is entered properly: Last Name, First Name and then Middle Name or Middle Initial. This will help with matching the teacher’s records for the purpose of verifying the teacher's highly qualified status through the Office of Teacher Effectiveness. These data values are used for “highly qualified” reporting.</p>
<p>Email Address (Email_Addr) [Teachers(5)]</p>	<p>Enter the teacher’s full e-mail address so the SCDE offices can send direct communications via this media.</p>

Gender (Gender) [Teachers(5)]	Verify the correct gender: <ul style="list-style-type: none"> • F – Female • M – Male
Ethnicity (FedEthnicity) [Teachers(5)]	Is the staff member Hispanic or Latino? The ONLY choice is Yes or No: <ul style="list-style-type: none"> • Y – Yes • N – No
Race (RaceCd) [Teachers(5)]	Choose one OR MORE to indicate the race: <ul style="list-style-type: none"> • I – American Indian or Alaska Native • A – Asian • B – Black or African American • W – White (or Caucasian) • P – Native Hawaiian or Other Pacific Islander
ID (TeacherNumber) [Teachers(5)]	The ID number is automatically entered by the PS application; you can manually edit this number if necessary.
Staff Type (StaffStatus) [Teachers(5)]	We recommend that you assign a staff status to each staff member. This makes searching for and selecting staff members more efficient. To specify the staff member's status, choose one of the following from the pop-up menu: <ul style="list-style-type: none"> • Not Assigned • Teacher • Staff • Lunch • Substitute <p>Note: For a user to appear in PowerSchool's teacher's pop-up menus, Teacher must be selected.</p>
Active (Check Box) (Status) [Teachers(5)]	Specify the staff member's status by checking the box for Active status. If the box is not checked, the staff member's PowerSchool account is inactive and he or she cannot access PowerSchool.
Generation (SC_Tchr_Generation) [Teachers(5)]	Choose the generation from choices below: <ul style="list-style-type: none"> • None • II • III • IV • V • Jr. • Sr.
SSN (SSN) [Teachers(5)]	Enter the teacher's SSN. This will help with matching the teacher to the Office of Educator Certification's records for the purpose of verifying the teacher's highly qualified status. These data values are used for "highly qualified" reporting.
StatePrid (SIF_StatePRID) [Teachers(5)]	Enter the teacher's certification number issued by the Office of Educator Certification. You must enter 000000 (six zeroes) if the teacher has not been issued a teaching certificate through the SCDE. This will help with matching the teacher to the Office of Educator Certification's records for the purpose of verifying the teacher's highly qualified status. These data values are used for "highly qualified" reporting.

State/Province – SC Page

(South Carolina State Information)

Display Name: Fields Required to be Populated	Internal Field Name	First Due Date	Office Requesting Data
Include this student in state reporting	SC_IncludeInReporting	Sep	AS, RDA
Self Contained Date	SC_SelfContained_Date	QDC1	AS, RDA
State ID	State_StudentNumber	Aug	AS, CT, EC, VE MC, SI, RDA, IP-E

Start Page-->Student Selection->State/Province-SC

South Carolina State Information

Broomdale, Thomas Augustus 11 370000220561 LHB

South Carolina State Information

State ID 4705917749

Include this student in State Reporting

Self Contained Date

EFVA/EA Classification Information

CATE

Early Childhood

SK Readiness Scores

Student Supplemental

Precode

Transportation

Work-based Learning

Additional Student Information

Parent Information

Emergency Contacts

Homeless Student Information

Immunizations

Graduation Rate Planning Worksheet

Civil Rights Data Collection (CRDC)

Submit

You can verify each student's Student State ID number here after the SUNS process writes back this unique identifier through the SIF agents.

<p>(Student) State ID <i>(State_StudentNumber)</i> <i>[Students(I)]</i></p>	<p>The SUNS (State Unique Numbering System) through the PowerSchool SIF agent automatically populates the State ID field when you enroll or transfer a student into your school; however, you MUST enter the required fields. Verify data values for the fields listed below:</p> <ol style="list-style-type: none"> 1. Last Name – legal name 2. First Name – legal name 3. Gender 4. Date of Birth 5. Grade Level 6. Student ID (assigned by PowerSchool) 7. Ethnicity: Hispanic/Latino (Y/N) (required as of 08/2011) <ul style="list-style-type: none"> • PowerSchool field is FedEthnicity. • Values: -1=not set, 0=No, 1=Yes 8. Race (1 or more of the 5 check boxes must be checked) (required as of 08/2011) <ul style="list-style-type: none"> • Stored in the StudentsRace table and not the Students table. • You must search on it differently from the Start page. <p style="margin-left: 20px;">Example: /Entrydate>=08/17/2011;Race.FedCode not in B, W, I, A, P.</p> <p>Note: The Scheduling/Reporting Ethnicity (demographics page) field is not required as of 8/2011 but must still be set for the Enrollment Summary in PowerSchool and other district/school data needs.</p> <p>If data exist in the following fields, it will help in getting a state ID number although data are not required to be in these fields:</p> <ol style="list-style-type: none"> 1. Legal Middle Name
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	<p>2. Legal Name Suffix 3. Social Security Number (must be formatted properly and no part of the SSN may be all zeroes)</p> <p>After searching for all students missing their state id, the List Students function is helpful in identifying what data are missing on a student with the exception of the Race checkboxes. Use the search above in number 8 to find students with Race checkbox(s) not set.</p> <p>Last_Name First_Name Gender DOB Grade_level FedEthnicity Entrydate SSN</p> <p>Each district technology representative must properly install the SUNS software components to receive this number without user intervention.</p> <p>Note: Users without administrative rights <u>may not see</u> the value populating this box; that is, it will appear blank.</p>
<p>Include this student in State Reporting <i>SC_IncludeInReporting</i> <i>[Students(1)]</i></p>	<p>The “Include this student in State Reporting field” indicates the manner in which this student is counted for average daily attendance and membership. “Y” is the default value. SCDE recognizes only “Y” and “N.” The ADA setting can affect the state reports. Refer to the Office of Finance’s updated <i>Pupil Accounting Manual</i> when available.</p> <p>Note: Users without administrative rights <u>may not see</u> the value populating this field; that is, it will appear blank.</p>
<p>Self-Contained Date <i>(SC_SelfContained_Date)</i> <i>[Students(1)]</i></p>	<p>Enter the self-contained date for this student. The self-contained date must be a valid date (mm/dd/yyyy) in the current school year as well as an in-session day for students.</p> <p>This field is blank by default.</p>

Student Supplemental Page

Display Name: Fields Required to be Populated	Internal Field Name	First Due Date	Office Requesting Data
504 Plan	SC_Plan504Code	QDC1	AS,
Date GED Earned (Year)	SC_YRGED_Earned	QDC1	AS, SI
Date GED Earned (Month)	SC_MOGED_Earned	QDC1	SI
Diploma Earned	SC_DiplomaEarnedCode	QDC1	AS, SI
Diploma Ordered	SC_DiplomaOrdCode	QDC1	AS, FP, RDA
Graduated School Nbr	Graduated_SchoolID	Sep	CT, RDA
Graduated School Name	Graduated_SchoolName	Sep	CT, RDA
G&T Qualified	SC_GT_Qualified	QDC1	FP
Ninth Grade Code (9GR)	SC_NinthGradeCode	QDC1	RDA
Retained Reason	SC_RetainReasonCode	QDC1	SI
Times Retained	SC_TimesRetained	QDC1	SI

Start Page > Student Selection > South Carolina State Information > Student Supplemental > Student Supplemental Data Entry

The purpose for GT designation on the Student Supplemental Field Page is to have a place where districts can code students who qualify for GT Academic (GTA), GT Artistic (GTR), or Both. This information will not change based on services each year. In other words, the idea is to have a more permanent place to code students as GT. Though populating the GT designation(s) on this page is not required at this point, it is highly recommended. The benefit of coding here is that district administrators can easily see if the student is GT qualified, especially in transition grades, intra-district moves, and even out of district moves in SC.

Diploma Earned <i>(SC_DiplomaEarnedCode)</i> <i>[Students(1)]</i> <i>Note the change for selections:</i> <i>ACT 155, 2014-15</i>	Select the appropriate dropdown value for the student based on the following choices: <ul style="list-style-type: none"> • Blank –[default] • F – State of SC Diploma • H – State of SC Certificate (This item will be grayed out beginning 2014-15.) • N – District Non-diploma Award • X – Did not meet requirements to graduate <p>Note: When you populate this field on the Student Supplemental Page with the code F, H, N, or X, the code selected is automatically populated for the Diploma Earned field on the CATE page.</p>																				
Graduated School Nbr <i>(Graduated_SchoolID)</i> <i>[Students(1)]</i>	Verify the number (3-digit school code) for the school from which the student completed graduation requirements and received a high school diploma. Displaying this value for this field on this page provides better access to users who need to know/report the ID for the school last attended by the graduate. Once the PowerSchool end of year process is run, the student becomes a member of the PS Graduated Students School based on the setting “99” as the next school year.																				
Graduated School Name <i>(Graduated_SchoolName)</i> <i>[Students(1)]</i>	Verify the name for the school from which the student completed graduation requirements and received a high school diploma. This name is automatically populated during the End of Year Process and is based on the school name from which the student graduated.																				
Diploma Ordered <i>(SC_DiplomaOrdCode)</i> <i>[Students(1)]</i>	Select the most appropriate form(s) at the time you collect counts for ordering your diplomas and certificates. The Office of Federal and State Accountability coordinates the ordering of high school diplomas, State certificates, and Academic Honors Awards. <ul style="list-style-type: none"> • Blank – [default] • F – State of SC Diploma <p>The student must (1) complete a minimum of 24 units of credit as prescribed and (2) meet the standard on all subtests of the exit examination. The prescribed unit requirements for a state high school diploma are as follows:</p> <ul style="list-style-type: none"> ▪ English/language arts – 4 ▪ math – 4 ▪ physical education or JROTC (Junior Reserve Officer Training Corps) – 1 ▪ U.S. History – 1 ▪ economics – .5 ▪ U.S. Government –.5 ▪ other social studies – 1 ▪ science – 3 ▪ computer science (including keyboarding) – 1 ▪ foreign language or career and technology education – 1 ▪ electives –7 																				
Diploma Order Num(ber) <i>(SC_DiplomaOrdID)</i> <i>[Students(1)]</i>	Select the appropriate order number. The order number specifies the number of the order you send to the Office of Federal and State Accountability throughout the current fiscal year; for example, your first order for the current school year will be 01; your second order for the current school year will be 02, etc., as follows: <table style="margin-left: 40px; border: none;"> <tr> <td>01 – Order 1</td> <td>06 – Order 6</td> <td>11 – Order 11</td> <td>16 – Order 16</td> </tr> <tr> <td>02 – Order 2</td> <td>07 – Order 7</td> <td>12 – Order 12</td> <td>17 – Order 17</td> </tr> <tr> <td>03 – Order 3</td> <td>08 – Order 8</td> <td>13 – Order 13</td> <td>18 – Order 18</td> </tr> <tr> <td>04 – Order 4</td> <td>09 – Order 9</td> <td>14 – Order 14</td> <td>19 – Order 19</td> </tr> <tr> <td>05 – Order 5</td> <td>10 – Order 10</td> <td>15 – Order 15</td> <td>20 – Order 20</td> </tr> </table>	01 – Order 1	06 – Order 6	11 – Order 11	16 – Order 16	02 – Order 2	07 – Order 7	12 – Order 12	17 – Order 17	03 – Order 3	08 – Order 8	13 – Order 13	18 – Order 18	04 – Order 4	09 – Order 9	14 – Order 14	19 – Order 19	05 – Order 5	10 – Order 10	15 – Order 15	20 – Order 20
01 – Order 1	06 – Order 6	11 – Order 11	16 – Order 16																		
02 – Order 2	07 – Order 7	12 – Order 12	17 – Order 17																		
03 – Order 3	08 – Order 8	13 – Order 13	18 – Order 18																		
04 – Order 4	09 – Order 9	14 – Order 14	19 – Order 19																		
05 – Order 5	10 – Order 10	15 – Order 15	20 – Order 20																		
Award Earned <i>(SC_AwardEarnCode)</i> <i>[Students(1)]</i>	Enter the Award document earned by the student. <ul style="list-style-type: none"> • Blank – None [default] • J – Academic Honors 																				

<p>Award Ordered (SC_AwardOrdCode) [Students(1)]</p>	<p>Select I – Academic Honors from the drop down for students who will receive academic honor awards.</p> <ul style="list-style-type: none"> • Blank – None [default] • I – Academic Honors <p>For a student to receive an Academic Achievement Honors Award, the student must meet the following qualifications:</p> <ul style="list-style-type: none"> • complete twenty-four units of credit as prescribed • meet the standard on all subtests of the exit examination • receive a minimum grade of “B” for each semester course in grades 9-12 through the seventh semester • achieve either a score of 710 on the SAT verbal or a score of 690 on the SAT math, or an ACT score of 30 on English or 33 on mathematics. <p>If the student does not meet the above criteria, he/she can qualify for academic honors if he meets the following qualifications:</p> <ul style="list-style-type: none"> • completed twenty-four units of high school credit • be eligible for graduation with a state high school diploma • have a combined score of 1400 on the SAT verbal and math sections, or an ACT composite score of 31 <p>Of the twenty-four units earned, eighteen units must be college preparatory coursework, four units in additional electives, and two units in one or more of the following: English, science, social studies or mathematics.</p> <p>College preparatory coursework includes:</p> <ul style="list-style-type: none"> • English [English I or above] (four units) • mathematics [Algebra I or above] (four units) • laboratory science (three units) • social studies [United States/South Carolina studies, Economics/Government, and one unit of global studies/world history, global studies/world geography, or western civilization] (three units) • computer science (one unit) • physical education (one unit) • foreign language (two units)
<p>Scholarship Ordered (SC_ScholarshipOrdCode) [Students(1)]</p> <p>The SCDE no longer collects this information.</p>	<p>Certificates of recognition are no longer being offered for scholarships. DO NOT select K – Life, L – Palmetto Fellows or M – Life & Palmetto Fellows.</p>
<p>Date GED Earned (SC_YRGED_Earned) [Students(1)]</p>	<p>Enter the year (YYYY) the student earned his/her GED through the Adult Ed Program. This is a new field for 2013-14.</p>
<p>Date GED Earned (SC_MOGED_Earned) [Students(1)]</p>	<p>Enter the month (MM) the student earned his/her GED through the Adult Ed Program. This is a new field for 2013-14.</p>

Retained Reason <i>(SC_RetainReasonCode)</i> <i>[Students(1)]</i>	{Research and Data Analysis: Cynthia Hearn, 803-734-8269} Select from the drop down list the most appropriate reason the student was retained for the current year: <ul style="list-style-type: none"> • 01 – Poor grades • 02 – Low test score • 03 – Teacher judgment • 04 – Poor grades & Low test score • 05 – Poor grades & Teacher judgment • 06 – Low test score & Teacher judgment • 07 – Poor grades & Low test scores & Teacher • O – Other
Times Retained <i>(SC_TimesRetained)</i> <i>[Students(1)]</i>	Key in the number of years a student has been retained in a grade while at this school. For example, a sixth grade student is enrolled for the school year 2006 in ABC Middle School that houses grades 6-8. If he failed to advance to the seventh grade for the year 2007; and he was retained for one year, key the number “1” in the Times Retain field. If he failed to advance to the seventh grade for the year 2008, edit this field to reflect the change from one year by keying the number “2” in this field.
Foster Home <i>(SC_Foster_Home)</i> <i>[Students(1)]</i>	Indicate whether or not a student resided in a foster home for the current school year: <ul style="list-style-type: none"> • Blank – No [default] • Y – Yes
504 Plan <i>(SC_Plan504Code)</i> <i>[Students(1)]</i>	Select the primary life function (only one) in which the student is most substantially limited according to documentation of disability. Leave this field blank if the student does not have a 504 Accommodations Plan that specifies testing modifications and/or accommodations. <ul style="list-style-type: none"> • Blank – No Plan [default] • BH – Breathing • CFO – Caring for Oneself • ET – Eating • HR – Hearing • IWO – Interacting with Others • LN – Learning • LT – Lifting • PMT – Performing Manual Tasks • SE – Seeing • SK – Speaking • THK – Thinking • WK – Walking • WOK – Working <p>The student may have a 504 Accommodations Plan, which specifies testing modifications and/or accommodations, required owing to a documented disability. The student has a record of having or may be regarded as having a physical or mental impairment which substantially limits one or more major life activities, such as caring for oneself, performing manual tasks, hearing, speaking, breathing, learning, or working, but does not require the student to be classified as special education.</p>

<p>Comp Health <i>(SC_CompHealthEdCode)</i> <i>[Students(1)]</i></p>	<p>Select the appropriate Comprehensive Health Education (CHE) status for each student based on the following choices:</p> <ul style="list-style-type: none"> • 01 – Yes, requirement met (In a separate health course) • 02 – Yes, except for written exempt (Requirement met in a separate health course except for written exemption from sexuality instruction) • 03 – Yes, integrated units (Requirement met with health integrated into another subject area) • 04 – Integrated units, exempt (Requirement met with health integrated into another subject area except for written exemption from sexuality instruction) • 05 – No, requirement not met <p>The specific content and time required for CHE instruction for students is required by the Comprehensive Health Education Act (Chapter 32, Section 59-32-5 through section 59-32-90 of the SC Code of Laws). Districts and schools are held accountable for providing this instruction.</p> <p>The time required for health instruction shall not be less than that required in the 1986-87 school year. The SDE Defined Minimum Program for 1986-87 states that grades K-6 receive 45 hours of health instruction per year, grades 7-8 requires 37.5 hours, and grades 9-12 students must receive a minimum of 750 minutes of reproductive health and pregnancy prevention in addition to the other content areas of health instruction.</p> <p>The South Carolina Department of Education (SCDE) is mandated to ensure compliance with the CHE Act and schools are required to report annually. The options for meeting the requirement in a separate course or integrated units are specifically stated in the law. The option of written parent exemption from the sexuality portion of instruction is clearly permitted in the law.</p>
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PE Compliance
(SC_PECCompCode)
[Students(1)]

Select the most appropriate answer for this question: Did the student receive instruction in compliance with the High School Physical Education Course of Study law?

- 01 – Yes, Personal Wellness / Lifetime Fitness (One semester of personal fitness and wellness, and one semester of lifetime fitness received.)
- 02 – No, 1 Sem of Personal Wellness (Only one semester of personal fitness and wellness received.)
- 03 – No, 1 Sem of Lifetime Fitness (Only one semester of lifetime fitness received.)
- 04 – No, Neither Received
- 05 – No, ROTC Equivalent
- 06 – No, Medical or Religious Exemption
- 07 – No, Adaptive Physical Education
- 08 – No, IEP Exemption

Note: In previous years IEP was combined with Medical or Religious Exemption; you now have two separate selections. See Answer Codes 06 and 08.

COMPLIANCE WITH THE HIGH SCHOOL PHYSICAL EDUCATION COURSE OF STUDY, SC Code of Laws – Chapter 32, Section 59-29-100:

Supervision of administration of physical education program by
State Superintendent of Education.

The State Superintendent of Education shall supervise the administration of Section 59-29-80 and shall prescribe the necessary course or courses in physical education, training, and instruction. Beginning with school year 1995-96, the required physical education course in the secondary schools shall occur over two semesters. For one semester, a personal fitness and wellness component must be taught and for one semester a lifetime fitness component must be taught either over the semester or in two nine-week divisions. The State Board of Education is authorized to promulgate regulations and prepare or cause to be prepared, published, and distributed a manual of instruction, courses of study, or other matters as it considers necessary or suitable to carry out the provisions of this section.

Rationale -- The Superintendent and the State Board of Education are specifically mandated in the law to ensure compliance with the high school physical education requirement.

<p>Ninth Grade Code – 9 GR (SC_NinthGradeCode) [Students(1)]</p>	<p>Choose the code to indicate <u>the school year in which the student first enrolled in grade 9</u>. The data are used to determine which students are to be included in HSAP analyses and which students are to be used in the calculation of graduation rates for a particular year.</p> <ol style="list-style-type: none"> 1. If the student was enrolled in grade 9 for only one semester during a school year, the student should be coded as enrolled. 2. If the student first enrolled in grade 9 in another school or another school district, the student should be coded as enrolled. 3. If the student skipped grade nine, code the school year in which the student first enrolled in grade 10. <p>There are exceptions for each grade level and year based on retentions for students. Please note exceptions and ensure accurate coding for those students.</p> <ul style="list-style-type: none"> • 01 – 2000-2001 • 02 – 2001-2002 • 03 – 2002-2003 • 04 – 2003-2004 • 05 – 2004-2005 • 06 – 2005-2006 • 07 – 2006-2007 • 08 – 2007-2008 • 09 – 2008-2009 (→PowerSchool implementation began in SC) • 10 – 2009-2010 • 11 – 2010-2011 • 12 – 2011-2012 • 13 – 2012-2013 • 14 – 2013-2014 • 15 – 2014-2015 • 16 – 2015-2016 • 17 – 2016-2017 • 18 – 2017-2018 • 19 – 2018-2019 • 20 – 2019-2020 <p>Note: Do not edit previous years' records without contacting the Office of Research and Data Analysis.</p>
<p>G&T Qualified (SC_GT_Qualified) [Students(1)]</p> <p>SCDE does not require that you populate this field; however, the data values would provide schools and districts with historical information.</p>	<p>Though this field is not mandatory to complete for SCDE data collection, it is very helpful for school or district administrative purposes. With this in mind you can select the appropriate drop-down value for the student based on the following choices:</p> <ul style="list-style-type: none"> • Blank – None [default] • A – GTA – G&T Academic • R – GTR – G&T Artistic • B – Both – GTA and GTR <p>Note: The additional G&T Academic drop down options are located on the EFA Classification Information page if a student is classified as such for an EFA field. The EFA (funding) codes are based on <u>how the student is served each year</u>. So, if a student does not participate in a particular year, that student is not coded in this category. ONLY students who are properly served are coded for funding purposes.</p>

Test Page Data

Test Page

SCDE no longer collects any test data through the Test Pages in PowerSchool. You will need to enter DIAL3/DIAL4 test scores on the Early Childhood Page.

Transfer Information Page

Display Name: Fields Required to be Populated	Table	Internal Field Name	First Due Date	Office Requesting Data
District of Residence	Students(1)	DistrictOfResidence	Aug	AS, VE, FN, MC,
Entry Code	Students(1)	EntryCode	Sep	EC, FN, SI, RDA
Entry Code	Reenrollments(18)	EntryCode	Sep	FN, SI, RDA
Entry Date	Students(1)	EntryDate	Sep	AS, EC, FN, SI, RDA
Entry Date	Reenrollments(18)	EntryDate	Sep	AS, VE, FN, MC,
Exit Code	Students(1)	ExitCode	Sep	AS, FN, SI, RDA
Exit Code	Reenrollments(18)	ExitCode	Sep	AS, FN, SI, RDA
Exit Date	Students(1)	ExitDate	Sep	AS, FN, SI, RDA
Exit Date	Reenrollments(18)	ExitDate	Sep	AS, FN, SI, RDA
Grade Level	Reenrollments(18)	Grade_Level	Sep	AS, EC, SI
Grade Level	Students(1)	Grade_Level	Sep	AS, EC, FN, SI, RDA
School	Students(1)	SchoolId	Sep	AS, FN, SI

You may code the Entry field as E for “entered school this year” or EEI for “not eligible for funding”:

Start Page → Student Selection → Transfer Info → Edit Current Enrollment

Edit Current Enrollment

Amosson, Starla Nancy 12 650010006298 IHS

SC Valid Entry Codes:
E (Entered school this year or EEI (Not eligible for funding))

Entry Date	8/19/2014
Entry Code	E (Eligible for State Funding)
Entry Comment (entry & exit)	EEI (Ineligible for State Funding)
Exit Date	06/09/2015
Exit Code	
Exit Comment	
Full-Time Equivalency	Full Time
Grade Level	12
Track	
District of Residence	

Note: This screen may not be used to transfer a student in or out of school. Click on Functions to find links to those operations.

There are a number of exit codes from which to select the appropriate reason for a student’s transfer from a school:

Start Page → Student Selection → Transfer Info → Edit Current Enrollment

Edit Current Enrollment

Amosson, Starla Nancy 12 650010006298 IHS

Entry Date: 8/19/2014 (MM/DD/YYYY) *

Entry Code: E (Eligible for State Funding)

Entry Comment (entry & exit): Promote Same School

Exit Date: 06/09/2015 (MM/DD/YYYY) *

Exit Code: 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 (Re-enrolled Next School Year), W39 (Exceeded maximum age for attendance), W38 (Adult Ed/Diploma Tracking), W40 (Adult Ed/GED Tracking)

Legend: Icons * - Required Field | [Calendar Icon] - Date Entry |

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Entry and Exit Data Values

<p>Entry Date (EntryDate) [Students(1)] And [Reenrollments(18)]</p>	<p>This field reflects information concerning the student’s enrollment status. Changes to the student’s enrollment status are made in the student menu > Enrollment section > Functions. Enrollment information can be edited from the Transfer Info > Edit Current Enrollment page. Date format: mm/dd/yyyy</p>
<p>Entry Code (EntryCode) [Students(1)] And [Reenrollments(18)]</p>	<p>This field reflects information concerning the student’s enrollment status. Changes to the student’s enrollment status are made in the student menu > Enrollment section > Functions. Enrollment information can be edited from the Transfer Info > Edit Current Enrollment page. SC Entry Codes:</p> <ul style="list-style-type: none"> • E indicates the student entered school during the current year • EEI indicates the student is not eligible for funding for this current school year.
<p>Exit Date (ExitDate) [Students(1)] And [Reenrollments(18)]</p>	<p>This field reflects information concerning the student’s enrollment status. Changes to the student’s enrollment status are made in the student menu > Enrollment section > Functions. Enrollment information can be edited from the Transfer Info > Edit Current Enrollment page. Note the date format: mm/dd/yyyy.</p>
<p>Exit Code (ExitCode) [Students(1)] And [Reenrollments(18)]</p>	<p>This field reflects information concerning the student’s enrollment status. Changes to the student’s enrollment status are made in the student menu > Enrollment section > Functions. Enrollment information can be edited from the Transfer Info > Edit Current Enrollment page. SC Exit Codes:</p> <ul style="list-style-type: none"> • 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)

	<ul style="list-style-type: none"> • 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 (Re-enrolled Next School Year) • W38 (Adult Ed – Diploma Tracking) • W39 (Exceeded Max Age for Attendance) • W40 (Adult Ed – GED Tracking) • EG Early Graduate • GC Grade Change • NS (No Show) • P Promoted • R Retained <p>Remember to verify all codes for your district to ensure all updates are in your list.</p>
<p>Grade Level (Grade_Level) [Students(1)] And [Reenrollments(18)]</p>	<p>Verify/edit to ensure the grade level to which a student is assigned is correct for the current year and the current school.</p> <p>If a student is assigned to a school for which the grade level cannot accurately display the student's "correct" grade level, then assign <u>the highest grade level in the range for this specific school.</u></p> <p>Note: Some special programs to which students are assigned are offered at physical locations for which grade levels cannot correctly indicate true grade level. Enter the student's "True Grade" value on the SC Additional Student Information page.</p>
<p>District of Residence (DistrictOfResidence) [Students(1)]</p> <p>New requirement beginning 2014-15: District of Residence must be entered for all students.</p>	<p>Enter or verify the correct selection for the district in which the student currently lives:</p> <ul style="list-style-type: none"> • For a new student, you will select the District of Residence from the drop-down list on the Enroll New Student page to indicate the district for which the student is currently zoned to attend. • For students who have been enrolled, use the Edit Transfer Information page to verify the district for which the student is currently zoned to attend. <p><u>The field must be populated for every student in your district beginning 2014-15 since it impacts reporting for ED Facts, Direct Certification and Special Needs Transportation.</u></p> <p>The District of Residence is the geographical district in which the parent(s) or legal guardian(s) lives. The South Carolina Code of Laws Ann. § 59-63-30 states "a child shall be entitled to attend the public schools of any school district, without charge, if such child resides with its parents or legal guardian; and the parent or legal guardian, with whom the child resides, is a legal resident of such school district." South Carolina Code of Laws § 59-19-90 (9) & (10) provides for the general powers and duties of your local school board of trustees. "The local board of trustees has the sole authority and jurisdiction under state law to transfer and assign pupils. To transfer any pupil from one school to another so as to promote the best interests of education, and determine the school within its district in which any pupil shall enroll; and (10) Prescribe conditions and charges for attendance." Neither the State Department of Education nor the State Superintendent of Education has the legal authority to intervene and override the local school board decisions made regarding issues of this nature.</p>
<p>School (School_ID)</p>	<p>Name of the school in which the student is enrolled by grade level.</p>

PowerSchool School: Dutch Fork High School Term

Start Page > Student Selection > Transfer Information

Transfer Information

DFHS

Current Enrollment						
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School	
08/18/2011	E 06/02/2012	12	Promote Same School		Dutch Fork High School	

Previous Enrollments						
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School	
08/19/2010	E 06/04/2011	P 11	Promote Same School	Promote Same School	Dutch Fork High School	
08/20/2009	E 06/03/2010	P 10		Promote Same School	Dutch Fork High School	
08/21/2008	E 06/06/2009	W28 9			Dutch Fork High School	
08/23/2007	E 06/06/2008	W28 8			Dutch Fork Middle School	
08/17/2006	E 06/01/2007	W28 7			Dutch Fork Middle School	
08/11/2005	E 05/25/2006	W28 6			CrossRoads Middle School	
08/12/2004	E 05/26/2005	W28 5			Ballentine Elementary School	
08/14/2003	E 05/27/2004	W28 4			Ballentine Elementary School	
08/15/2002	E 05/29/2003	W28 3			Dutch Fork Elementary School	
08/16/2001	E 05/31/2002	W28 2			Dutch Fork Elementary School	
08/17/2000	E 06/01/2001	W28 1			Dutch Fork Elementary School	

Note: This screen may not be used to transfer a student in or out of school. Click on Functions to find links to those operations.

Transportation Page

The Office of Transportation is responsible for the entire state fleet of public school buses and transportation needs for eligible students. This office has several key areas that require data analysis for funding purposes that include specific fields from the PowerSchool Transportation Data Entry page and the South Carolina Additional Student Information page (Transportation Needed, Bus 1 and Bus 2).

You need to populate and verify the following values you select for the Transportation fields since any students requiring special transportation will allow your school/district to document claims for Medicaid transportation reimbursement.

Display Name: Fields Required to be Populated	Internal Field Name	First Due Date	Office Requesting Data
IEP Trans Required	SC_TRANS_TransIEPInd	Aug	AS, MC
Other Trans Need 1	SC_TRANS_OtherSpecNeedsReq01Ind	Sep	AS, MC
Other Trans Need 2	SC_TRANS_OtherSpecNeedsReq02Ind	Sep	AS, MC
Spec Trans Need 1	SC_TRANS_SpecNeedsReq01Ind	Sep	AS, MC
Spec Trans Need 10	SC_TRANS_SpecNeedsReq10Ind	Sep	AS, MC
Spec Trans Need 2	SC_TRANS_SpecNeedsReq02Ind	Sep	AS, MC
Spec Trans Need 3	SC_TRANS_SpecNeedsReq03Ind	Sep	AS, MC
Spec Trans Need 4	SC_TRANS_SpecNeedsReq04Ind	Sep	AS, MC
Spec Trans Need 5	SC_TRANS_SpecNeedsReq05Ind	Sep	AS, MC
Spec Trans Need 6	SC_TRANS_SpecNeedsReq06Ind	Sep	AS, MC
Spec Trans Need 7	SC_TRANS_SpecNeedsReq07Ind	Sep	AS, MC
Spec Trans Need 8	SC_TRANS_SpecNeedsReq08Ind	Sep	AS, MC
Spec Trans Need 9	SC_TRANS_SpecNeedsReq09Ind	Sep	AS, MC
Street Name	SC_StreetName	QDC1	AS, MC
Street Number	SC_StreetNum	QDC1	AS, MC

Though the format for the Transportation Data Entry page has changed for 2014-15, the fields are the same as in the past. Data values have been added in drop-down lists to the Special Equipment Required 1 and 2.

Note: If you enter “yes” in the IEP Transportation Needed field, you are indicating this student’s current IEP documents the need for transportation. You must complete all Special Trans Needed fields as appropriate for the this student.

Street Number <i>(SC_StreetNum)</i> <i>[Students(1)]</i>	Enter and then verify the street number only (911 numeric identifier for the address). Example: 101
Street Name <i>(SC_StreetName)</i> <i>[Students(1)]</i>	Enter and verify the 911 street address name: Example: Main St.
IEP Trans Needed <i>(SC_TRANS_TransIEPInd)</i> <i>[Students(1)]</i>	Is transportation listed as a related service in the student’s IEP? Select the appropriate choice from the drop down: <ul style="list-style-type: none"> • Blank – Don’t Know [default] • N – No • Y – Yes
Spec Trans Needed 1 (Special Transport across zone lines) <i>(SC_TRANS_SpecNeedsReq01Ind)</i> <i>[Students(1)]</i>	Does implementation of the IEP require special needs transportation across school attendance zone lines? Select the appropriate choice from the drop down: <ul style="list-style-type: none"> • Blank – Don’t Know [default] • N – No • Y – Yes
Spec Trans Needed 2 (Special Transport across district boundary lines) <i>(SC_TRANS_SpecNeedsReq02Ind)</i> <i>[Students(1)]</i>	Does implementation of the IEP require special needs transportation across school district boundary lines? Select the appropriate choice from the drop down: <ul style="list-style-type: none"> • Blank – Don’t Know [default] • N – No • Y – Yes
Spec Trans Needed 3 (Special needs transport between schools) <i>(SC_TRANS_SpecNeedsReq03Ind)</i> <i>[Students(1)]</i>	Does implementation of the IEP require special needs transportation between schools? Select the appropriate choice from the drop down: <ul style="list-style-type: none"> • Blank – Don’t Know [default] • N – No • Y – Yes

<p>Spec Trans Needed 4 (Special Transport to medical services)</p> <p><i>(SC_TRANS_SpecNeedsReq04Ind)</i> <i>[Students(1)]</i></p>	<p>Does implementation of the IEP require special needs transportation to medical services? Select the appropriate choice from the drop down:</p> <ul style="list-style-type: none"> • Blank – Don’t Know [default] • N – No • Y – Yes
<p>Spec Trans Needed 5 (Special transport on extracurricular/field trips)</p> <p><i>(SC_TRANS_SpecNeedsReq05Ind)</i> <i>[Students(1)]</i></p>	<p>Does implementation of the IEP require special needs transportation on extra curricular/field trips? Select the appropriate choice from the drop down:</p> <ul style="list-style-type: none"> • Blank – Don’t Know [default] • N – No • Y – Yes
<p>Spec Trans Needed 6 (Special transport to support employment)</p> <p><i>(SC_TRANS_SpecNeedsReq06Ind)</i> <i>[Students(1)]</i></p>	<p>Does implementation of the IEP require special needs transportation to support employment Select the appropriate choice from the drop down:</p> <ul style="list-style-type: none"> • Blank – Don’t Know [default] • N – No • Y – Yes
<p>Spec Trans Needed 7 (Special transport in and around the buildings)</p> <p><i>(SC_TRANS_SpecNeedsReq07Ind)</i> <i>[Students(1)]</i></p>	<p>Does implementation of the IEP require special needs transportation in and around school buildings? Select the appropriate choice from the drop down:</p> <ul style="list-style-type: none"> • Blank – Don’t Know [default] • N – No • Y – Yes
<p>Spec Trans Needed 8 (IEP requires special equipment during transport)</p> <p><i>(SC_TRANS_SpecNeedsReq08Ind)</i> <i>[Students(1)]</i></p>	<p>Does implementation of the IEP require specialized equipment – such as special or adapted buses, lifts, seatbelts, safety seats, safety harnesses, oxygen tank brackets, and ramps? Select the appropriate choice from the drop down:</p> <ul style="list-style-type: none"> • Blank – Don’t Know [default] • N – No • Y – Yes <p>NOTE: You will need to specify the exact equipment needed in the “Other Trans. Need 1” and/or “Other Trans. Need 2” sections below.</p>
<p>Special Equipment Required 1 <i>(SC_TRANS_OtherSpecNeedsReq01Ind)</i> <i>[Students(1)]</i></p>	<p>If implementation of the IEP requires specialized equipment – such as special or adapted buses, lifts, seatbelts, safety seats, safety harnesses, oxygen tank brackets, and ramps, specify the exact equipment needed.</p> <ul style="list-style-type: none"> • Aide • Car seat • Lifts • Nurse • Other • Oxygen bottle and bracket • Oxygen tank brackets • Ramps • Safety harnesses • Safety seats • Seatbelts • Service animals • Special or adapted buses
<p>Special Equipment Required 2 <i>(SC_TRANS_OtherSpecNeedsReq02Ind)</i> <i>[Students(1)]</i></p>	<p>If implementation of the IEP requires specialized equipment – such as special or adapted buses, lifts, seatbelts, safety seats, safety harnesses, oxygen tank brackets, and ramps,</p>

	specify the exact equipment needed using the list above.
Spec Trans Needed 9 (IEP requires aide or shadow to accompany student) <i>(SC_TRANS_SpecNeedsReq09Ind)</i> <i>[Students(1)]</i>	Does implementation of the IEP require an aide or shadow to accompany the child? Select the appropriate choice from the drop down: <ul style="list-style-type: none"> • Blank – Don't Know [default] • N – No • Y – Yes
Spec Trans Needed 10 (IEP requires nurse to accompany student) <i>(SC_TRANS_SpecNeedsReq10Ind)</i> <i>[Students(1)]</i>	Does implementation of the IEP require a nurse to accompany the child? Select the appropriate choice from the drop down: <ul style="list-style-type: none"> • Blank – Don't Know [default] • N – No • Y – Yes

Work-Based Learning Page

The “South Carolina Education and Economic Development Act” data must be collected for ALL students participating in Work-Based Learning experiences using the current student data-base collection tool. These data are then compiled for each experience completed.

The Work-Based Learning fields have been designed to collect information for four experiences that the student may have participated throughout the school year. The following definitions are provided and apply for the four experiences (i.e., WBL Experience 1, WBL Experience 2, WBL Experience 3, and WBL Experience 4) in which the student may have participated.

Locate additional resources at the Career and Technology Education web page on the SC Department of Education’s web site: <http://ed.sc.gov/agency/ac/Career-and-Technology-Education/>.

Display Name: Fields Required to be Populated	Internal Field Name	First Due Date	Office Requesting Data
Career Assessment 1	SC_WBL_CarAssessCode1	QDC4 ONLY	CT
Career Assessment 2	SC_WBL_CarAssessCode2	QDC4 ONLY	CT
Career Assessment 3	SC_WBL_CarAssessCode3	QDC4 ONLY	CT
Credit 1	SC_WBL_CreditInd1	QDC4 ONLY	CT, SI
Credit 2	SC_WBL_CreditInd2	QDC4 ONLY	CT, SI
Credit 3	SC_WBL_CreditInd3	QDC4 ONLY	CT, SI
Credit 4	SC_WBL_CreditInd4	QDC4 ONLY	CT, SI
Other support provided to you by employer 1	SC_WBL_OtherSupp1	QDC4 ONLY	SI
Other support provided to you by employer 2	SC_WBL_OtherSupp2	QDC4 ONLY	SI
Other support provided to you by employer 3	SC_WBL_OtherSupp3	QDC4 ONLY	SI
Other support provided to you by employer 4	SC_WBL_OtherSupp4	QDC4 ONLY	SI
Service Learning Hours	SC_SrvcLearnHrs	QDC4 ONLY	CT, SI
WBL Address 1	SC_WBL_Add1	QDC4 ONLY	SI
WBL Address 2	SC_WBL_Add2	QDC4 ONLY	SI
WBL Address 3	SC_WBL_Add3	QDC4 ONLY	SI
WBL Address 4	SC_WBL_Add4	QDC4 ONLY	SI
WBL City 1	SC_WBL_City1	QDC4 ONLY	SI
WBL City 2	SC_WBL_City2	QDC4 ONLY	SI
WBL City 3	SC_WBL_City3	QDC4 ONLY	SI
WBL City 4	SC_WBL_City4	QDC4 ONLY	SI

WBL Employer Email Address 1	SC_WBL_Email1	QDC4 ONLY	SI
WBL Employer Email Address 2	SC_WBL_Email2	QDC4 ONLY	SI
WBL Employer Email Address 3	SC_WBL_Email3	QDC4 ONLY	SI
WBL Employer Email Address 4	SC_WBL_Email4	QDC4 ONLY	SI
WBL Employer Name 1	SC_WBL_EmpName1	QDC4 ONLY	CT
WBL Employer Name 2	SC_WBL_EmpName2	QDC4 ONLY	CT
WBL Employer Name 3	SC_WBL_EmpName3	QDC4 ONLY	CT
WBL Employer Name 4	SC_WBL_EmpName4	QDC4 ONLY	CT
WBL End Date 1	SC_WBL_EndDate1	QDC4 ONLY	CT
WBL End Date 2	SC_WBL_EndDate2	QDC4 ONLY	CT
WBL End Date 3	SC_WBL_EndDate3	QDC4 ONLY	CT
WBL End Date 4	SC_WBL_EndDate4	QDC4 ONLY	CT
WBL Exp1 Owner	SC_WBL_ExpOwner1	QDC4 ONLY	CT
WBL Exp2 Owner	SC_WBL_ExpOwner2	QDC4 ONLY	CT
WBL Exp3 Owner	SC_WBL_ExpOwner3	QDC4 ONLY	CT
WBL Exp4 Owner	SC_WBL_ExpOwner4	QDC4 ONLY	CT
WBL Experience 1	SC_WBL_ExpCode1	QDC4 ONLY	CT
WBL Experience 2	SC_WBL_ExpCode2	QDC4 ONLY	CT
WBL Experience 3	SC_WBL_ExpCode3	QDC4 ONLY	CT
WBL Experience 4	SC_WBL_ExpCode4	QDC4 ONLY	CT
WBL Number of annual ELO student opportunities provided 1	SC_WBL_AnnualELO1	QDC4 ONLY	SI
WBL Number of annual ELO student opportunities provided 2	SC_WBL_AnnualELO2	QDC4 ONLY	SI
WBL Number of annual ELO student opportunities provided 3	SC_WBL_AnnualELO3	QDC4 ONLY	SI
WBL Number of annual ELO student opportunities provided 4	SC_WBL_AnnualELO4	QDC4 ONLY	SI
WBL Start Date 1	SC_WBL_StartDate1	QDC4 ONLY	CT
WBL Start Date 2	SC_WBL_StartDate2	QDC4 ONLY	CT
WBL Start Date 3	SC_WBL_StartDate3	QDC4 ONLY	CT
WBL Start Date 4	SC_WBL_StartDate4	QDC4 ONLY	CT
WBL Type of Business 1	SC_WBL_Type1	QDC4 ONLY	SI
WBL Type of Business 2	SC_WBL_Type2	QDC4 ONLY	SI

WBL Type of Business 3	SC_WBL_Type3	QDC4 ONLY	SI
WBL Type of Business 4	SC_WBL_Type4	QDC4 ONLY	SI
WBL Zipcode 1	SC_WBL_Zip1	QDC4 ONLY	SI
WBL Zipcode 2	SC_WBL_Zip2	QDC4 ONLY	SI
WBL Zipcode 3	SC_WBL_Zip3	QDC4 ONLY	SI
WBL Zipcode 4	SC_WBL_Zip4	QDC4 ONLY	SI

State/Province-SC → South Carolina State Information → Work-Based Learning Tab

South Carolina State Information

Amosson, Starla Nancy 12 650010006298 IHS

South Carolina State Information

State ID 4160665446

Include this student in State Reporting Yes

Self Contained Date

EFA/EIA Classification Information

CATE

Early Childhood

5K Readiness Scores

Student Supplemental

Precode

Transportation

Work-based Learning

Additional Student Information

Parent Information

Emergency Contacts

Homeless Student Information

Immunizations

Graduation Rate Planning Worksheet

Civil Rights Data Collection (CRDC)

Work Based Learning Initialization

District-level PS administrators (or school-level PS administrators with instructions if delegated this task) should run this initialization only once at the start of the school year. During the initialization process, data values entered during the previous year are cleared and blank values are assigned to each field. For example, for each field name listed below, blank values are assigned:

Field Name	Initialization Information
WBL Experience 1	Assigns a 'blank' value.
WBL Exp1 Owner	Assigns a 'blank' value.
WBL Start Date 1	Assigns a 'blank' value.
WBL End Date 1	Assigns a 'blank' value.
WBL Employer Name 1	Assigns a 'blank' value.
WBL Employer Phone 1	Assigns a 'blank' value.
WBL Employer Size 1	Assigns a 'blank' value.

WBL Supervisor 1	Assigns a 'blank' value.
WBL Job Title 1	Assigns a 'blank' value.
WBL Paid 1	Assigns a 'blank' value.
WBL Related to Career Plan 1	Assigns a 'blank' value.
Credit 1	Assigns a 'blank' value.
WBL Coordinator 1	Assigns a 'blank' value.
WBL Experience 2	Assigns a 'blank' value.
WBL Exp2 Owner	Assigns a 'blank' value.
WBL Start Date 2	Assigns a 'blank' value.

Initialization Setup Options

1. Indicate when you want the report to generate.
2. Select each school you want to include in the initialization process. (Hold down the Ctrl key to select multiple schools in the list.) If you are a school user, you can run this process only for the schools to which you have access.
3. Select “Yes” at the “Run for all schools” option to run the initialization process for all schools in your district. “No” is the default. If your user default access is District Office, you may select the Run for all schools option at the district building.

Start Page > Reports > Reports (State Reports)

Report Name	Version	Description
SC02 Cumulative Class Report	5.4	This report totals all EIA classification code occurrences by grade from the beginning of the school year up to and including a specific date or school day. An extract option is available and includes preparing data for 45 day and 135 day state reporting.
SC03 Cumulative Class List	2.4	This report supports the Cumulative Class Report by listing each student participating in the EIA classification codes during the specific time period.
SC04 Daily Activities Log	1.7	This report lists all students added to or deleted from each EFA classification code for a specified date or school day or a cumulative time period from the beginning of the school year up to and including a specific date or school day.
SC05 Daily Activities Summary Log	1.7	This report lists a summary of student adds and deletes by EFA classification code for a specified date or school day and a cumulative summary for all in-session days in the school year up to the specific date or school day.
SC06 Membership and Attendance Report	3.8	This report lists the number of membership days by grade by EFA classification code with totals by grade from the beginning of the school year up to and including a specific date or school day. The report includes the average daily membership by EFA classification code and by grade with a total and the number of absences by grade. The report may optionally be run for self-contained students only. An extract option is available and includes preparing data for 45 day and 135 day state reporting.
SC07 Membership and Attendance Worksheet Report	1.10	This report supports the Membership and Attendance Report and contains running membership totals along with counts of new and dropped students and attendance counts by EFA classification code for each day in a specified date range.
SC08 Master Classification List	4.0	This report supports the Membership and Attendance Report and lists students, their EFA classification codes, and days duration.
SC09 Cum Class from Extract	1.2	SC09 Cum Class from Extract allows users to select a previously generated report extract for reprinting the Cumulative Class Report. The report will look identical to the report that was generated when the extract was originally created. The report will include the date/time each extract was created.
SC09 Mem & Att from Extract	1.2	SC09 Mem & Att from Extract allows users to select a previously generated report extract for reprinting the Membership & Attendance Report. The report will look identical to the report that was generated when the extract was originally created. The report will include the date/time each extract was created.
SC10 District Summary Reports	1.3	This report allows creation of a district summary report for either the Cumulative Class Report or the Membership and Attendance Report based on prior data extracts for the currently selected school year. Data extracts may or may not be ones that are required by the SCDE.
SC30 Delete Cum Class Extracts	1.2	SC30 Delete Cum Class Extracts allows users to select previously generated Cumulative Class report extracts for deletion.
SC30 Delete Mem & Att Extracts	1.2	SC30 Delete Mem & Att Extracts allows users to select previously generated Membership & Attendance report extracts for deletion.
Miscellaneous		
EFA/EIA Initialization	1.4	Initialization process for SC EFA/EIA.
EFA/EIA Setup	1.1	South Carolina EFA/EIA Codes and Descriptions.
Work Based Learning Initialization	1.4	Initialization process for SC Work Based Learning.
Select EFA/EIA Funding Extract	1.2	Select Work Based Learning and Attendance Report and Cumulative Class extract for 45 day and 135 day state funding.
EFA/EIA Query	1.5	Query student data based on student EFA/EIA codes and other PowerSchool student data.
SC Incident Management Query	1.7	Query Incident data based on Incident data, student EFA codes, and other PowerSchool student data.

State/Provincial Content: USA-SC 14.8.2.3.1007942.2852

When the process is complete, a report is generated that shows which schools the report was run for and the total number of students processed.

Work Based Learning Data Entry

Home | Dashboard | Add | Edit | Delete | WBL

CATE | Early Childhood | Student Supplemental | Precode | Transport | Work-Based Learning

WBL Experience 1	L - Service Learning	WBL Exp1 Owner	
WBL Start Date 1	8/18/11	WBL End Date 1	1/12/12
WBL Employer Name 1	IHS		
WBL Employer Phone 1			
WBL Employer Size 1	M - 50-499 Employees		
WBL Supervisor 1	George T		
WBL Job Title 1	Attendance asst		
WBL Paid 1	N - No		
WBL Related to Career Plan 1	Y -Yes		
Credit 1	Y -Yes		
WBL Coordinator 1			
WBL Address 1			
WBL City 1			
WBL Zipcode 1			
WBL Employer Email Address 1			
WBL Number of annual ELO student opportunities provided 1			
Other support provided to you by employer 1			
WBL Type of Business 1	5 - Education and Training		
WBL Experience 2		WBL Exp2 Owner	
WBL Start Date 2		WBL End Date 2	
WBL Employer Name 2			

WBL Supervisor 2	
WBL Job Title 2	
WBL Paid 2	
WBL Related to Career Plan 2	
Credit 2	
WBL Coordinator 2	
WBL Address 2	
WBL City 2	
WBL Zipcode 2	
WBL Employer Email Address 2	
WBL Number of annual ELO student opportunities provided 2	
Other support provided to you by employer 2	
WBL Type of Business 2	

WBL Experience 3		WBL Exp3 Owner	
WBL Start Date 3		WBL End Date 3	
WBL Employer Name 3			
WBL Employer Phone 3			
WBL Employer Size 3			
WBL Supervisor 3			
WBL Job Title 3			
WBL Paid 3			
WBL Related to Career Plan 3			
Credit 3			
WBL Coordinator 3			
WBL Address 3			
WBL City 3			
WBL Zipcode 3			
WBL Employer Email Address 3			
WBL Number of annual ELO student opportunities provided 3			
Other support provided to you by employer 3			

WBL Type of Business 3	<input type="text"/>	
WBL Experience 4	<input type="text"/>	WBL Exp4 Owner <input type="text"/>
WBL Start Date 4	<input type="text"/>	WBL End Date 4 <input type="text"/>
WBL Employer Name 4	<input type="text"/>	
WBL Employer Phone 4	<input type="text"/>	
WBL Employer Size 4	<input type="text"/>	
WBL Supervisor 4	<input type="text"/>	
WBL Job Title 4	<input type="text"/>	
WBL Paid 4	<input type="text"/>	
WBL Related to Career Plan 4	<input type="text"/>	
Credit 4	<input type="text"/>	
WBL Coordinator 4	<input type="text"/>	
WBL Address 4	<input type="text"/>	
WBL City 4	<input type="text"/>	
WBL Zipcode 4	<input type="text"/>	
WBL Employer Email Address 4	<input type="text"/>	
WBL Number of annual ELO student opportunities provided 4	<input type="text"/>	
Other support provided to you by employer 4	<input type="text"/>	
WBL Type of Business 4	<input type="text"/>	
Career Assessment 1	<input type="text"/>	
Career Assessment 2	<input type="text"/>	
Career Assessment 3	<input type="text"/>	
Service Learning Hours	<input type="text"/>	

Submit

On the **Work-Based Learning Data Entry** page, select appropriate information for the student for up to four different work experiences. Data elements collected for reporting purposes include the following fields:

<p>WBL Experience(s) 1, 2, 3, and 4 (SC_WBL_ExpCode1) (SC_WBL_ExpCode2) (SC_WBL_ExpCode3) (SC_WBL_ExpCode4) [Students(1)]</p>	<p>Select the Work-Based Learning Experience(s) that the student participated in for the school year:</p> <ul style="list-style-type: none"> • Blank – [default] • C – Cooperative Education • F – School-Based Enterprise • I – Internship • L – Service Learning • M – Mentoring • R – Registered Apprenticeship • S – Shadowing: On-Site • V – Shadowing: Virtual • Y – Youth Apprenticeship
<p>WBL Experience 1, 2, 3, and 4 Owner (SC_WBL_ExpOwner1) (SC_WBL_ExpOwner2) (SC_WBL_ExpOwner3) (SC_WBL_ExpOwner4) [Students(1)]</p>	<p>This field identifies the school responsible for the Work-Based Learning experience. An entry of the seven digit school identification number (SIDN) should be made in this field only if the experience is offered through another school/career center.</p>
<p>WBL Start Date (s) 1, 2, 3, and 4 (SC_WBL_StartDate1) (SC_WBL_StartDate2) (SC_WBL_StartDate3) (SC_WBL_StartDate4) [Students(1)]</p>	<p>Enter the student’s start date for the Work-Based Learning experience(s).</p>
<p>WBL End Date(s) 1, 2, 3, and 4 (SC_WBL_EndDate1) (SC_WBL_EndDate2) (SC_WBL_EndDate3) (SC_WBL_EndDate4) [Students(1)]</p>	<p>Enter the student’s ending date for the Work-Based Learning experience(s).</p>

WBL Employer Name(s) 1, 2, 3, and 4 <i>(SC_WBL_EmpName1)</i> <i>(SC_WBL_EmpName2)</i> <i>(SC_WBL_EmpName3)</i> <i>(SC_WBL_EmpName4)</i> <i>[Students(1)]</i>	Enter the Work-Based Learning employer’s name(s). Verify the spelling and consistent entry per student.
WBL Employer Phone(s) 1, 2, 3, and 4 <i>(SC_WBL_EmpPhone1)</i> <i>(SC_WBL_EmpPhone2)</i> <i>(SC_WBL_EmpPhone3)</i> <i>(SC_WBL_EmpPhone4)</i> <i>[Students(1)]</i>	Enter the Work-Based Learning employer’s phone number(s).
WBL Employer Size 1, 2, 3, and 4 <i>(SC_WBL_EmpSize1)</i> <i>(SC_WBL_EmpSize2)</i> <i>(SC_WBL_EmpSize3)</i> <i>(SC_WBL_EmpSize4)</i> <i>[Students(1)]</i>	Select the business size that corresponds to the actual size of the business providing the student’s Work-Based Learning experience. <ul style="list-style-type: none"> • Blank – none [default] • L – 500+ Employees • M – 50-499 Employees • S – 0-49 Employees
WBL Supervisor 1, 2, 3, and 4 <i>(SC_WBL_Supervisor1)</i> <i>(SC_WBL_Supervisor2)</i> <i>(SC_WBL_Supervisor3)</i> <i>(SC_WBL_Supervisor4)</i> <i>[Students(1)]</i>	Enter the name of the supervisor within the company where the student was placed for the Work-Based Learning experience.
WBL Job Title 1, 2, 3, and 4 <i>(SC_WBL_JobTitle1)</i> <i>(SC_WBL_JobTitle2)</i> <i>(SC_WBL_JobTitle3)</i> <i>(SC_WBL_JobTitle4)</i> <i>[Students(1)]</i>	Enter the title of the job in which the student was placed for the Work-Based Learning experience.
WBL Paid 1, 2, 3, and 4 <i>(SC_WBL_PaidInd1)</i> <i>(SC_WBL_PaidInd2)</i> <i>(SC_WBL_PaidInd3)</i> <i>(SC_WBL_PaidInd4)</i> <i>[Students(1)]</i>	Select “Yes” if the student received compensation for the Work-Based Learning experience they completed. <ul style="list-style-type: none"> • Blank – blank [default] • Y – Yes • N – No
WBL Related to Career Plan 1, 2, 3, and 4 <i>(SC_WBL_RelateCareerPlanInd1)</i> <i>(SC_WBL_RelateCareerPlanInd2)</i> <i>(SC_WBL_RelateCareerPlanInd3)</i> <i>(SC_WBL_RelateCareerPlanInd4)</i> <i>[Students(1)]</i>	Select “Yes” if the Work-Based Learning experience the student completed was related to their career plan. <ul style="list-style-type: none"> • Blank – blank [default] • Y – Yes • N – No
Credit 1, 2, 3, and 4 <i>(SC_WBL_CreditInd1)</i> <i>(SC_WBL_CreditInd2)</i> <i>(SC_WBL_CreditInd3)</i> <i>(SC_WBL_CreditInd4)</i> <i>[Students(1)]</i>	Select “Yes” if the student received credit for the Work-Based Learning experience they completed. <ul style="list-style-type: none"> • Blank – blank [default] • Y – Yes • N – No
WBL Coordinator 1, 2, 3, and 4 <i>(SC_WBL_Coordinator1)</i> <i>(SC_WBL_Coordinator2)</i> <i>(SC_WBL_Coordinator3)</i> <i>(SC_WBL_Coordinator4)</i> <i>[Students(1)]</i>	Enter the name of the Work-Based Learning coordinator scheduling the learning experience.
WBL Address 1, 2, 3, and 4	Enter the Street Address or Post Office Box of the employer providing the extended learning opportunity.

<i>(SC_WBL_Add1)</i> <i>(SC_WBL_Add2)</i> <i>(SC_WBL_Add3)</i> <i>(SC_WBL_Add4)</i> <i>[Students(1)]</i>	
WBL City 1, 2, 3, and 4 <i>(SC_WBL_City1)</i> <i>(SC_WBL_City2)</i> <i>(SC_WBL_City3)</i> <i>(SC_WBL_City4)</i> <i>[Students(1)]</i>	Enter the City of the employer providing the extended learning opportunity.
WBL Zip Code 1 <i>(SC_WBL_Zip1)</i> <i>(SC_WBL_Zip2)</i> <i>(SC_WBL_Zip3)</i> <i>(SC_WBL_Zip4)</i> <i>[Students(1)]</i>	Enter the ZIP Code of the employer providing the extended learning opportunity; that is, the business location.
Other support provided to you by employer 1, 2, 3, and 4 <i>(SC_WBL_OtherSupp1)</i> <i>(SC_WBL_OtherSupp2)</i> <i>(SC_WBL_OtherSupp3)</i> <i>(SC_WBL_OtherSupp4)</i> <i>[Students(1)]</i>	Select from the drop down any other known type of support this employer provides within your school district Blank – blank [default] 1 – Motivational Speaker 2 – Monetary Support 3 – Equipment Contributions 4 – Teacher Training 5 – Other
WBL Email Address 1, 2, 3, and 4 <i>(SC_WBL_Email1)</i> <i>(SC_WBL_Email2)</i> <i>(SC_WBL_Email3)</i> <i>(SC_WBL_Email4)</i> <i>[Students(1)]</i>	Enter the email address of the supervisor within the company where the student was placed for the Work-Based Learning experience.
WBL Number of annual ELO student opportunities provided 1, 2, 3, and 4 <i>(SC_WBL_AnnualELO1)</i> <i>(SC_WBL_AnnualELO2)</i> <i>(SC_WBL_AnnualELO3)</i> <i>(SC_WBL_AnnualELO4)</i> <i>[Students(1)]</i>	Enter the number of total extended learning opportunities this employer has provided this year to any/all students.
WBL Type of Business 1, 2, 3, and 4 <i>(SC_WBL_Type1)</i> <i>(SC_WBL_Type2)</i> <i>(SC_WBL_Type3)</i> <i>(SC_WBL_Type4)</i> <i>[Students(1)]</i>	Select from the drop down list the employer’s type of business. Blank – [default] 1 – Agriculture, Food, and Natural Resources 2 – Architecture and Construction 3 – Arts, A/V Technology, and Communications 4 – Business Management and Administration 5 – Education and Training 6 – Finance 7 – Government and Public Administration 8 – Health Science 9 – Hospitality and Tourism 10 – Human Services 11 – Information Technology 12 – Law, Public Safety, Corrections, and Security 13 – Manufacturing 14 – Marketing 15 – Science, Technology, Engineering, and Mathematics 16 – Transportation, Distribution, and Logistics

<p>Career Assessment 1, 2, and 3 <i>SC_WBL_CarAssessCode1</i> <i>SC_WBL_CarAssessCode2</i> <i>SC_WBL_CarAssessCode3</i> <i>[Students(1)]</i></p>	<p>Select the career interest inventory that has been administered to the student as part of their comprehensive career plan.</p> <p>Blank – [default] 1 – COIN/SCOIS Self-Assessment Survey 2 – Holland Self-Directed Search (SDS) 3 – Kuder Career Search with Person Match 4 – ASVAB 5 – Discover 7 – Strong Interest Inventory 8 – Myers-Briggs Type Indicator (MBTI) 9 – EXPLORE 10 – PLAN 11 – Work Keys 12 – Kuder Skills Assessment 13 – Super’s Work Values Inventory 15 – CAPS 16 – COPS 17 – COPES 18 – Other</p>
<p>SL Hours (Service Learning Hours) <i>(SC_SrvLearnHrs)</i> <i>[Students(1)]</i></p>	<p><i>{Adult & Community Education: Karen Horne, 803-734-4794}</i> Total number of hours that a student participated in service learning activities including preparation, service, and reflection.</p>

Years and Terms Page

Setting up your school year and associated terms is instrumental in ensuring you will have a smooth-running school year. Scheduling, attendance, and grading assessment are all affected by terms you setup for each school. The following data fields are collected for each school:

Display Name: Fields Required to be Populated	Internal Field Name	First Due Date	Office Requesting Data
Abbreviation	Abbreviation	QDC1	AS, RDA
Stored internally; does not display	DCID	QDC1	AS, RDA
Stored internally; does not display	ID (TermID)	QDC1	AS, RDA
Stored internally; does not display	DistrictCode	QDC1	AS, RDA
Stored internally; does not display	SchoolID	QDC1	AS, RDA
Stored internally; does not display	NoOfDays	QDC1	AS, RDA
First Day of Term	FirstDay	QDC1	AS, RDA
Last Day of Term	LastDay	QDC1	AS, RDA
Name of Term	Name	QDC1	AS, RDA
What portion of the year does this term represent?	IsYearRec	QDC1	AS, RDA
Year	YearID	QDC1	AS, RDA

District Level

Start Page → School Setup → District → Years & Terms → Create New School Year

The screenshot shows the 'Create New School Year' page in PowerSchool. The page header includes the PowerSchool logo, user information (Welcome, Louise Amos), and navigation links (Help, Sign). The breadcrumb trail is 'Start Page > School Setup > Years & Terms > Create New School Year'. A left sidebar contains navigation menus for Functions, Reports, and People. The main content area has the title 'Create New School Year' and a table with the following data:

	Example Entry
Name of School Year	2001-2002
Abbreviation	01-02
First Day of School	08/23/2001
Last Day of School	06/05/2002

Below the table is a note: 'Note: Once you have entered the first and last dates for the school year, they cannot be changed. Be absolutely sure that the dates are correct and in MM/DD/YYYY format before clicking the Submit button.' A 'Submit' button is located at the bottom right of the form. A legend at the bottom left indicates that a calendar icon represents a date entry field.

School Level

Start Page → School Setup → District → Years & Terms → Edit School Year

Name of School Year <i>(Name)</i> SCDE no longer collects this data value; however, it is essential to PS Year setup.	Enter the school year name. SCDE does not collect this field; however, the PowerSchool tool requires that you enter a name: setting up terms each year is an integral part of years and term setup for the new year. A standard name used, for example name, is 2013-2014.
Abbreviation <i>(Abbreviation)</i> <i>[Terms(13)]</i>	Enter the abbreviation of the school year. For the year term, use numbers. For example, enter 13-14 for the 2013-2014 school year.
First Day of Term <i>(FirstDay)</i> <i>[Terms(13)]</i>	Enter the start date of the school year using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Last Day of Term <i>(LastDay)</i> <i>[Terms(13)]</i>	Enter the end date of the school year using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Name of Term <i>(Name)</i> <i>[Terms(13)]</i>	Enter the name of the term, which indicates when it occurs during the academic year. For example, enter Semester 1 .
What portion of the year does this term represent? <i>(IsYearRec)</i> <i>[Terms(13)]</i>	Select the fraction or item that represents the portion of the school year during which the term takes place. For example, if you define Semester 1 and your school operates with trimesters, Semester 1 represents one-third of your school year.
Year <i>(YearID)</i> <i>[Terms(13)]</i>	A number representing which year the term belongs to, such as 13 for 2003-2004, if not cumulative - see StoreCode. The number is equal to the ID of the year term divided by 100.

Several data values are necessary to link student records but do not display on PowerSchool pages. The following are codes stored internally within the Terms(13) table:

DCID <i>[Terms(13)]</i>	ID (TermID) <i>[Terms(13)]</i>	DistrictCode <i>[Terms(13)]</i>
SchoolID <i>[Terms(13)]</i>	NoOfDays <i>[Terms(13)]</i>	

For the school year 2014-2015, the year id is 2400.

Appendices

Appendix A: Data Collection Schedule 2014-2015

This schedule was first provided to district technology contacts on August 26, 2014 and is subject to change. Offices within SCDE require different data for collections throughout the year; and as vendor dates are updated, the schedule will change slightly to accommodate both district and state levels.

The Data Collection dates for State Testing Programs will be posted as they become available.

Collection	Registered Collection Number	Dates (may be updated)
August Data Collection – Direct Cert/Assessment	SDE-08-TBD*	August 26-September 2, 2014 at 9:00 AM
Grade 2 Query - Assessment	SDE-12-0001	September 5 - 12, 2014
Current Year Dropout Data	SDE-29-0005	September 5 - 12, 2014
QDC 1 (on district's 45 th day) and EOCEP Precode Data	SDE-15-0002	October 20- October 27, 2014
45 day Funding Reports (via SWEET)	SDE-15-0002	November 7, 2014
December Drop-Out Collection	SDE-15-0006	December 2, 2014–December 13, 2014
Early Validation for QDC2/Precode	SDE-08-0005	TBD
February Data Collection (Direct Cert)	SDE-08-TBD	February 2015
QDC 2/Precode (Precode Print Data)	SDE-08-0005	TBD
Early Validation for QDC3, FDT, & Precode Update	SDE-12-0001	TBD
Precode Update data pulled for Spring Assessments	SDE-08-0005	TBD
QDC 3 (on district's 135 th day) and EOCEP Update Precode Data	SDE-15-0002	March 18, 2015– March 25, 2015
135 day Funding Reports (via Sweet)	SDE-15-0002	April 7, 2015
CATE Placement (All prior year data)	SDE-16-0006	April 1 – 15, 2015
Early Validation for QDC4	SDE-15-0002	TBD
QDC 4	SDE-15-0002	After end-of-year data entry is completed; BEFORE EOY process

Appendix B: 2014-15 PowerSchool Coding for ELLs

Data File Code	Full Description	Drop-down List Description
Blank	NA	Select a value
1.0-1.9	<p>Student scored “Pre-functional” on an English language proficiency (ELP) assessment and is receiving ESOL services from mainstream or ESOL teacher(s).</p> <ul style="list-style-type: none"> Used for any Kindergarten through 1st Semester First Grade Students scoring 26 or less on the W-APT Used for all 4K students with a language other than English on the Home Language Survey 	Pre-functional
2.0-2.9	Student scored “Beginner” on an ELP assessment and is receiving ESOL services from mainstream or ESOL teacher(s).	Beginner
3.0-3.9	Student scored “Intermediate” on an ELP assessment and is receiving ESOL services from mainstream or ESOL teacher(s).	Intermediate
4.0-4.9	Student scored “Advanced” on an ELP assessment and is receiving ESOL services from mainstream or ESOL teacher(s).	Advanced
5.0-5.9	<p>Student scored ELDA Level 5 – may not be English Proficient at grade level. (Note: The level 5 score must be on a 3rd-12th grade ELDA test before a student can become Title III exited – ESL code 6.)</p> <p>A student could have a composite score higher than 5 on W-APT but will result in the student not scoring FEP (A student must score a 5 in each of the four domains.)</p>	Initially Proficient
6	<p>Student scored proficient (Level = 5) once on a 3rd – 12th grade ELDA test, or a K-3 student scored Fully English Proficient on an initial placement test, and is no longer funded by Title III – monitored and can receive accommodations on assessments.</p> <p>Used for any Kindergarten through 1st Semester First Grade Students scoring 27 or higher on the W-APT. The student will be monitored for two years.</p>	1 st Year Exited
7	Student is in second year of exited status – monitored and can receive accommodations on assessments.	2 nd Year Exited
8	<p>Former LEP student or Bilingual (student scored Fully English Proficient on an Initial Placement Test taken in grades 4-12)</p> <p>Used for any 2nd Semester First Grade Students through 12th Grade Students scoring at least 5 in each of the four domains of the W-APT</p>	English Speaker I
9	Student is a native English speaker.	English Speaker II
A	Student scored “Pre-functional” on an ELP assessment and is not receiving direct ESOL services based on parent refusal. Served by mainstream teachers only. Waiver must be signed by the parent annually.	Pre-Functional Waiver
B	Student scored “Beginner” on an ELP assessment and is not receiving direct ESOL services based on parent refusal. Served by mainstream teachers only. Waiver must be signed by the parent annually.	Beginner Waiver
C	Student scored “Intermediate” on an ELP assessment and is not receiving direct ESOL services based on parent refusal. Served by mainstream teachers only. Waiver must be signed by the parent annually.	Intermediate Waiver
D	Student scored “Advanced” on an ELP assessment and is not receiving direct ESOL services based on parent refusal. Served by mainstream teachers only. Waiver must be signed by the parent annually.	Advanced Waiver