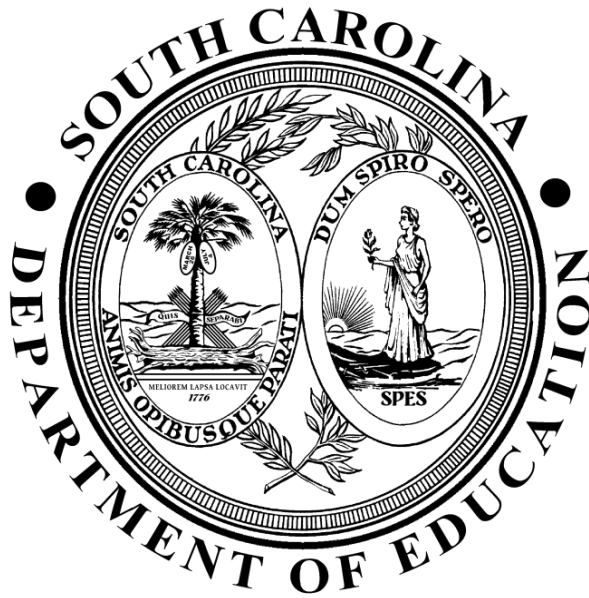


STATE OF SOUTH CAROLINA DEPARTMENT OF EDUCATION

MOLLY M. SPEARMAN

STATE SUPERINTENDENT OF EDUCATION

SECRETARY TO THE STATE BOARD OF EDUCATION



Student Information System Data Entry Manual

Office of Research and Data Analysis
Version 22.03.00

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Table of Contents

Table of Contents	i
Version Changes.....	iii
Introduction.....	1
SCDE Program Office Contacts	2
Attendance	3
Attendance Codes	3
Attendance Code Categories	5
Attendance Conversions	6
Full-Time Equivalencies (FTE).....	7
Calendar.....	8
Bell Schedules	8
Calendar Setup.....	10
District Information.....	12
Introduction	12
Associated Procedure(s)	12
Clarification of Terms/Fields to be Populated.....	13
Demographics.....	15
Introduction	15
Associated Procedure(s)	15
Associated Documentation/Resources	15
Clarification of Terms/Fields to be Populated.....	16
Historical Grades	19
Introduction	19
Associated Procedure(s)	19
Clarification of Terms/Fields to be Populated.....	20
Individualized Graduation Plan (IGP) Success Planner.....	22
Introduction	22
Associated Documentation/Resources	22
Clarification of Terms/Fields to be Populated.....	23
Incident Management.....	26
Introduction	26
Associated Procedure(s)	26
Associated Documentation/Resources	26
Clarification of Terms/Fields to be Populated.....	27
Other Information	28
Introduction	28
Associated Procedure(s)	28
Clarification of Terms/Fields to be Populated.....	28
Scheduling.....	29
Introduction	29
Courses	29
Cycle Days.....	39
Sections.....	41
Years and Terms	47
Scheduling Setup.....	51
Introduction	51
Associated Procedure(s)	51
Clarification of Terms/Fields to be Populated.....	52

Schools / Schools Information.....	53
Introduction	53
Associated Procedure(s)	53
Clarification of Terms/Fields to be Populated.....	53
South Carolina State Information.....	55
Introduction	55
Associated Procedure(s)	55
Associated Documentation/Resources	57
Clarification of Terms/Fields to be Populated.....	58
Career and Technical Education (CTE).....	59
Early Childhood.....	63
EFA/EIA.....	69
English to Speakers of Other Languages (ESOL)	80
Homeless Student Information	88
Privacy and Security.....	90
Precode	92
Read to Succeed.....	97
South Carolina Student Information.....	101
Students Not Tested on State Assessments	116
Transportation.....	120
Truancy	123
Work-Based Learning.....	124
Special Programs	134
Introduction	134
Associated Procedures.....	135
Clarification of Terms/Fields to be Populated.....	136
Special Programs Table	137
Staff	144
Introduction	144
Clarification of Terms/Fields to be Populated.....	144
Staff Assignments.....	147
Transfer Information.....	148
Introduction	148
Associated Procedures	148
Clarification of Terms/Fields to be Populated.....	149
Edit Current/Previous Enrollment	150

Version Changes

Version 22.03.00

South Carolina State Information

- The following information has been updated in Associated Procedures section:
 - SC25 Miscellaneous SC Fields Initialization

Read to Succeed

- The following information has been added to the Associated Procedures section:
 - Read to Succeed Initialization

Work-Based Learning

- The Introduction section has been updated with additional information.
- The following descriptions in the Clarification of Terms/Fields to be Populated section have been updated or changed for clarity of data entry:
 - WBL CCR Experience
 - WBL CCR Exp Owner
 - WBL CCR Worksite Name
 - WBL CCR Worksite Email Address
 - WBL CCR Worksite Phone
 - WBL CCR Paid
 - WBL CCR Related to Career Plan
 - WBL CCR Career Cluster Type
 - WBL CCR Course Credit
 - WBL CCR 40-Hour Minimum Met
 - WBL CCR Evaluation Score
 - WBL CCR School/Center Coordinator
 - WBL Experience 1, 2, 3, 4, 5, 6, 7, 8, 9, and 10
 - WBL Exp Owner 1, 2, 3, 4, 5, 6, 7, 8, 9, and 10
 - WBL End Date 1, 2, 3, 4, 5, 6, 7, 8, 9, and 10
 - WBL Worksite Name 1, 2, 3, 4, 5, 6, 7, 8, 9, and 10
 - WBL Worksite Address 1, 2, 3, 4, 5, 6, 7, 8, 9, and 10
 - WBL Worksite Zip 1, 2, 3, 4, 5, 6, 7, 8, 9, and 10
 - WBL Worksite Email Address 1, 2, 3, 4, 5, 6, 7, 8, 9, and 10
 - WBL Paid 1, 2, 3, 4, 5, 6, 7, 8, 9, and 10
 - WBL Related to Career Plan 1, 2, 3, 4, 5, 6, 7, 8, 9, and 10
 - WBL Career Cluster Type 1, 2, 3, 4, 5, 6, 7, 8, 9, and 10
 - WBL Course Credit 1, 2, 3, 4, 5, 6, 7, 8, 9, and 10
 - WBL School Coordinator 1, 2, 3, 4, 5, 6, 7, 8, 9, and 10

Introduction

PowerSchool (PS) is the current Student Information System (SIS) provided to school districts by the South Carolina Department of Education (SCDE) and is the main source for student data. SCDE PowerSchool Team members work with PS designers and developers to update PS data fields, data values, and pages needed for accurate reporting. Student-level data are input, validated, and maintained in PS by school personnel. The data are then transferred to the SCDE through the Enrich Data Collection Tool. The submitted data are ultimately used to fulfill SC State and/or national data reporting mandates.

Additional resources and information related to the implementation of PowerSchool in South Carolina can be found at: [SCDE PowerSchool Webpage](#).

For versioning, this document uses a YY.MM standard (*Example: 19.09*). There will be a numeric extension if there is more than one version per month (*Example: 19.09.03*).

SCDE Program Office Contacts

In each of the subject areas throughout this guide, the SCDE Program office name is included for content-related questions. Please submit an e-Service request through the SCDE Member Center for PowerSchool technical questions specific to SC data. Feel free to follow up with an email to the PowerSchool Team (PowerSchool@ed.sc.gov) and reference the case number for your ticket, especially for emergencies.

PowerSchool team members are part of the Office of Research and Data Analysis:

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Attendance

Start Page > School Setup

Attendance Codes

Start Page > School Setup > Attendance Codes

Office of Student Intervention Services

Introduction

SCDE issues standardized attendance codes for PowerSchool. These codes should not be modified and new codes should not be added. Non-approved codes will be flagged as invalid. Refer to the latest SC Attendance manual for definitions. Contact the Office of Student Intervention, Chronic Absenteeism liaison with questions about attendance codes.

Associated Procedure(s)

The “Present” attendance code must be listed first. Use the sort order of 1 for the “Present” attendance code. This is essential for PowerTeacher/PowerTeacher Pro grade books and PowerSchool attendance functions to work properly. The sort order for the remaining codes is a district decision.

Associated Documentation/Resources

“PowerSchool Attendance Setup” procedure governs data entry for all attendance-related pages.

Edit Attendance Codes

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

Edit Attendance Code

Label	Value
Code	<input type="text" value="SC-EDSM"/>
Description	<input type="text" value="Early Dismissal"/>
Presence Status	<input checked="" type="radio"/> Present <input type="radio"/> Absent
Code Categories	<input checked="" type="checkbox"/> Excused (Excused) <input type="checkbox"/> Unexcused (Unexcused) <input type="checkbox"/> Out of School Suspension (Out of School Suspension) <input type="checkbox"/> Tardy (Tardy) <input type="checkbox"/> Invalid - Attendance Letters - Unexcused Absences (Invalid - Attendance Letters - Unexcused Absences) <input type="checkbox"/> Invalid - Attendance Letters - All Absences (Invalid - Attendance Letters - All Absences)
Points	<input type="text" value="0"/>
Teacher can assign	<input type="text" value="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	<input type="text" value="27"/>

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.
*Rules for assigning the single-letter code: The 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 attendance codes. Capitalization is not taken into account; thus "A" and "a" are equivalent.

Clarification of Terms/Fields to be Populated

Display Name	Table & Number	Field Name	Description	Accepted Value(s)
Code	Attendance_ Code (156)	Att_Code	Attendance identifier set by the school. Examples: SC-EDSM.	Reference “PowerSchool Attendance Setup” procedure for accepted attendance codes.
Description	Attendance_ Code (156)	Description	A description for this attendance code. Examples: Early Dismissal.	
Presence Status	Attendance_ Code (156)	Presence_Status_CD	Select whether the attendance code should be categorized as present or absent.	Present, Absent
Code Categories	Code_entity (162)	description (where CE_Entity=”att_attcodeentity”)	Attendance code categories are used to group attendance codes by classification for reporting and searching purposes.	Excused, Unexcused, Out of School Suspension, Tardy
Points	Attendance_ Code (156)	Course_Credit_Points	The number of attendance points a student receives for this attendance code if used.	
Teacher can assign	Attendance_ Code (156)	Assignment_Filter_YN	Select whether teachers can assign this attendance code in PowerTeacher.	No = 0, Yes = 1
This attendance code is considered in ADA calculations	Attendance_ Code (156)	Calculate_ADA_YN	Select the checkbox if this attendance code should be considered in Average Daily Attendance (ADA) calculations.	Not Checked = 0, Checked = 1
Counts towards membership	Attendance_ Code (156)	Calculate_ADM_YN	Select the checkbox if this attendance code counts towards Average Daily Membership (ADM).	Not Checked = 0, Checked = 1
Sort order for display	Attendance_ Code (156)	SortOrder	The order the attendance codes appear.	

Attendance Code Categories

Start Page > School Setup > Attendance Code Categories
Office of Student Intervention Services

Introduction

Attendance code categories group attendance codes for reporting and searching purposes and must be correctly entered for report accuracy. The following SCDE approved attendance code categories should not be modified and new categories should not be added to this list without first submitting for approval to the Office of Student Intervention Services.

Name	Code	Description	Sort
Excused	Excused	Excused	1
Unexcused	Unexcused	Unexcused	2
Out of School Suspension	OSSusp	Out of School Suspension	3
Tardy	Tardy	Tardy	4

Clarification of Terms/Fields to be Populated

Display Name	Table & Number	Field Name	Description	Accepted Value(s)
Name	Code_Entity (162)	External_Name	Name of the attendance code category.	
Code	Code_Entity (162)	CE_Code	Attendance code categories are used to group attendance codes by classification for reporting and searching purposes.	Excused, Unexcused, Out of School Suspension, Tardy
Description	Code_Entity (162)	Description	Description of the attendance code category.	
Sort order for display	Code_Entity (162)		The order the attendance codes categories appear.	1-30

Attendance Conversions

Start Page > School Setup > Attendance Conversions
Office of Student Intervention Services

Introduction

Attendance conversions are used to calculate attendance in PowerSchool and are critical for accurate Average Daily Attendance (ADA) and chronic absenteeism reporting.

New Attendance Conversion

Option	Value
Name	<input type="text" value="SCDE Attendance"/>

Submit

Clarification of Terms/Fields to be Populated

Display Name	Table & Number	Field Name	Description	Accepted Values
Name	Attendance_Conversion (131)	Name	Name of the Attendance Conversion	

Full-Time Equivalencies (FTE)

Start Page > School Setup > Full-Time Equivalencies
Office of Student Intervention Services

Introduction

Full-time equivalencies (FTEs) determine the attendance value a student receives for instructional time and impact attendance and membership reports.

- The FTE code “Full Time” is required for all SC students.
- The default Attendance Conversion is “TimeDay” for the “Full Time” FTE code.

Full-Time Equivalencies (FTE)

[New](#)

Name	Description	Def. Att. Mode	Def. Att. Conversion
Full Time		Meeting	TimeDay

Note: This list of Attendance Conversions applies to Test Middle School 1 during the 2019-2020 school year only.

Clarification of Terms/Fields to be Populated

Display Name	Table & Number	Field Name	Description	Accepted Value(s)
Name	FTE (159)	Name	The name of the FTE.	Full Time
Default Attendance Mode	FTE (159)	Dflt_Att_Mode_Code	Select the attendance modes that will be used for reporting purposes.	Meeting, Daily, Interval
Default Attendance Conversion	FTE (159)	Dflt_Conversion_Mode_Code	Select the attendance conversion that will be used for reporting purposes.	(Blank), Percent Period to Day, Percent Time to Day, Period to Day, Time to Day
Description	FTE (159)	Description	A description of the FTE code.	
Default for these grades	FTE_Grade (160)	Grade_Level	Select the grade levels to which the FTE code applies.	

Calendar

Start Page > School Setup

Office of Federal and State Accountability

Bell Schedules

Start Page > School Setup > Bell Schedules

Introduction

The bell schedule is the order of in-session periods on a given day and impacts attendance and membership reports. The bell schedule determines the start and end time for the day and each period during the day. Bell schedules must be assigned to an attendance conversion method to calculate attendance for the day. Attendance conversion methods in SC must be prefixed by “SCDE Attendance...” (e.g., “SCDE Attendance Half-Day”).

Only one bell schedule may be assigned to a given day. There may be different bell schedules for different days, such as:

- Regular bell schedule
- Half-day bell schedule
- Two-hour delay bell schedule

Bell Schedules			
Note: This list of bell schedules applies to Test Elementary School 4 only.			
Name	Edit Schedule	Periods	Attendance Conversion Method
Regular Schedule	Edit Schedule	4	SCDE Attendance

Clarification of Terms/Fields to be Populated

Display Name	Table & Number	Field Name	Description	Accepted Value(s)
Name	Bell_Schedule (133)	Name	Name for the bell schedule.	
Period			The number of periods included in the bell schedule.	
Attendance Conversion Method	Bell_Schedule (133)	Attendance_Conversion_ID	Select the attendance conversion method.	

New Bell Schedule

Start Page > School Setup > Bell Schedules > New Bell Schedule

Start Page > School Setup > Bell Schedules > Edit Bell Schedule

Setup a new bell schedule by providing a name and an Attendance Conversion Method. Do not set up bell schedules until after committing the master schedule. If a bell schedule is setup and then a master schedule re-committed, the bell schedules lose references to the scheduled periods. Without this reference, attendance cannot be taken.

Clarification of Terms/Fields to be Populated

Display Name	Table & Number	Field Name	Description	Accepted Value(s)
Attendance Conversion Method	Attendance_Conversion (131)	Name	Select the attendance conversion method.	
Name	Bell_Schedule (133)	Name	Name for the bell schedule.	

Edit Bell Schedule Item

Start Page > School Setup > Bell Schedules > Edit Bell Schedule Item

Clicking “Edit Schedule” displays the start and end times for each period, including its duration, in a given bell schedule. Periods may also be added to a bell schedule using this function. Bell schedule items (i.e., Periods) indicate the start and end times for each period, which can be used to calculate daily attendance and average daily attendance. All periods used for scheduling purposes must have an associated bell schedule.

Clarification of Terms/Fields to be Populated

Display Name	Table & Number	Field Name	Description	Accepted Value(s)
Period	Period (138)	Period_Number	Select the period.	
Start Time	Bell_Schedule_Items (134)	Start_Time	Enter a start time for the period.	
End Time	Bell_Schedule_Items (134)	End_Time	Enter a finish time for the period.	
Counts for ADA	Bell_Schedule_Items (134)	ADA_Code	Select the checkbox if this bell schedule should be considered in Average Daily Attendance (ADA) calculations.	
Use For Daily Attendance	Bell_Schedule_Items (134)	Daily_Attendance_Code	Select the checkbox to use daily attendance for this bell schedule item. If selected, enter the start and end times used to calculate daily attendance.	

Calendar Setup

Start Page > School Setup > Calendar Setup
Office of Federal and State Accountability

Introduction

The PowerSchool calendar drives which days attendance may be taken. For attendance to be taken for In-Session school days, a bell schedule and cycle day must be assigned.

Associated Procedure(s)

Ensure instructional days are marked In-Session and have a Membership Value of 1 for accurate funding reports. There must be 180 In-Session days in the calendar. Section §59-1-425 of the SC Code of Laws defines the beginning and length of the school term; make-up days; waiver; and instructional days.

Calendar Setup - 2019-2020

June 2019												
6/19 7/19 8/19 9/19 10/19 11/19 12/19 1/20 2/20 3/20 4/20 5/20												
Date	Cycle Day	Bell Schedule	School In-Session	Membership Value	Tracks In-Session						Type	Note
					A	B	C	D	E	F		
Sat, Jun 1	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="v"/>	<input type="text"/>
Sun, Jun 2	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="v"/>	<input type="text"/>
Mon, Jun 3	<input type="button" value="v"/>	<input type="button" value="v"/>	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="v"/>	<input type="text"/>
Tue, Jun 4	<input type="button" value="v"/>	<input type="button" value="v"/>	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="v"/>	<input type="text"/>
Wed, Jun 5	<input type="button" value="v"/>	<input type="button" value="v"/>	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="v"/>	<input type="text"/>
Thu, Jun 6	<input type="button" value="v"/>	<input type="button" value="v"/>	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="v"/>	<input type="text"/>
Fri, Jun 7	<input type="button" value="v"/>	<input type="button" value="v"/>	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="v"/>	<input type="text"/>
Sat, Jun 8	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="v"/>	<input type="text"/>

Clarification of Terms/Fields to be Populated

Display Name	Table & Number	Field Name	Description	Accepted Value(s)
Date	Calendar_Day (51)	Date	Each day of the month appears, including weekends.	
Cycle Day	Calendar_Day (51)	Cycle_Day_ID	Select the cycle day for the specific date from the list.	
Bell Schedule	Calendar_Day (51)	Bell_Schedule ID	Select the bell schedule assigned to this date from the list.	
School In-Session	Calendar_Day (51)	InSession	Select the checkbox to indicate that the school is in session for all students on this date. Note: When editing, the total of in-session days appears at the top of the page.	
Membership Value	Calendar_Day (51)	Membership Value	Enter the attendance value students receive if they are present in school on this date.	Not Checked = 0, Checked = 1
Tracks In-Session*	Calendar_Day (51)	Multiple (A,B,C,D,E, F)	Select the checkboxes for the tracks for which school is in session on this date if the school uses multiple student tracks. Note: If the school uses tracks, determine which students are on Track A and which students are on Tracks B, C, D, E, and F. These track names are standard and appear on the Calendar Setup page and when enrolling a student.	
Type	Calendar_Day (51)	Type	Select the appropriate type as defined in the district setup. For example, Holiday.	
Note	Calendar_Day (51)	Note	Enter any comments to describe the schedule on this date, such as Spring Break.	

*Note: Tracks In-Session are not currently supported by State Reporting.

District Information

Start Page > District Setup > District Information
Office of Federal and State Accountability

Introduction

This page is used to add, view, or edit your district's information. Districts may need to see this information when calling PowerSchool Technical Support for a related issue.

Associated Procedure(s)

District Numbers are assigned by SCDE and should not be changed.

District Information

General District Information

Name of District	<input type="text" value="Test District"/>
District Number	<input type="text" value="9999"/>
District Address	<input type="text" value="SC District Address"/>
District City	<input type="text" value="SC District"/>
District State/Province	<div><input type="text" value="South Carolina"/> ▼ Change the district state/province from the PowerSchool Installer on the server</div>
District Postal Code (Zip + 4)	<input type="text" value="29000"/>
District Country	<div><input type="text" value="United States of America"/> ▼ Change the district country from the PowerSchool Installer on the server</div>
District Office Phone Number	<input type="text" value="DistrictPhone#"/>
District Office FAX Number	<input type="text" value="DistrictFax#"/>
Customer Support Number	US2008000
PowerSchool District ID	12345
Summer School Year	<div><input type="text" value="Next"/> ▼ Summer School can be part of the previous school year or part of the next school year.</div>

Clarification of Terms/Fields to be Populated

Display Name	Table & Number	Field Name	Description	Accepted Values
Name of District	Prefs (9)	Value (where Prefs.Name='DistrictName')	The formal name of the district. This value is necessary for reports.	
District Number	Prefs (9)	Value (where Prefs.Name='DistrictNumber')	The district's state ID number (SID). This is a four-digit number that does not store the leading zero(es) if present; therefore, the length could be fewer than four digits.	
District Address	Prefs (9)	Value (where Prefs.Name='DistrictAddress')	The address of the district office.	
District City	Prefs (9)	Value (where Prefs.Name='DistrictCity')	The city of the district office.	
District State/Province	Prefs (9)	Value (where Prefs.Name='DistrictState')	District's state.	SC
District Postal Code	Prefs (9)	Value (where Prefs.Name='DistrictZip')	Postal code for the district office.	
District Country			District's country from the pop-up menu.	
District Office Phone Number	Prefs (9)	Value (where Prefs.Name='DistrictPhone')	The telephone number for the district office.	
District Office FAX Number	Prefs (9)	Value (where Prefs.Name='DistrictFax')	The fax number for the district office.	
Customer Support Number	Prefs (9)	Value (where Prefs.Name='DistrictCustomerNumber')	The identification number for PowerSchool Technical Support appears. Reference this number when calling PowerSchool Technical Support.	
PowerSchool District ID	Prefs (9)	Value (where Prefs.Name='PsDistrictID')	The PowerSchool district ID number appears.	
Summer School Year			Indicates whether summer school should be part of the previous school year or the next school year.	Previous, Next

Display Name	Table & Number	Field Name	Description	Accepted Values
Superintendent's Name	Prefs (9)	Value (where Prefs.Name='Superintendent')	Name of the district superintendent.	
Superintendent's Phone	Prefs (9)	Value (where Prefs.Name='SuperintendentPhone')	Telephone number of the district superintendent.	
Superintendent's FAX	Prefs (9)	Value (where Prefs.Name='SuperintendentFax')	Fax number of the district superintendent.	
Superintendent's Email	Prefs (9)	Value (where Prefs.Name='SuperintendentEmail')	Email of the district superintendent.	
Technical Support Email	Prefs (9)	Value (where Prefs.Name='DistrictTechEmail')	Email address for technical support. This information appears on the parent and student portals.	
Technical Support Phone	Prefs (9)	Value (where Prefs.Name='DistrictTechPhone')	Phone number (if applicable) to call for technical support. This information appears on the parent and student portals.	
Technical Support URL	Prefs (9)	Value (where Prefs.Name='DistrictTechURL')	URL (if applicable) for the district technical support website. This information appears on the parent and student portals.	
South Carolina-Use extended decimal precision	NA	NA	This box must be checked.	Not Checked = 0, Checked = 1

Demographics

Start Page > Student Selection > General Demographics

Introduction

Along with core PowerSchool fields surfaced on the Demographics page, several fields specific to South Carolina are also included: Gen (Jr., III, etc.), Nickname, Alias Name.

Associated Procedure(s)

Legal Name & Legal Gender:

In South Carolina the SCDE has decided to include the Legal Name and Legal Gender fields as part of the SIS. The SCDE requires the population of the Legal Name and Legal Gender fields. Enter the student's legal name and gender using the birth certificate 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 beside the student's name; instead, navigate to the "Nickname" field on the Demographics page to enter that information. If the student has a preferred name use the associated Name fields not the Legal Name fields.

Associated Documentation/Resources

[Getting it Right – Reference Guides for Registering Students with Non-English Names](#)

General Demographics ⓘ

4 18819 B P5

Name (Last, First Middle)

Legal Name (Last, First Middle Suffix)

Home Address

Street, Apt/Suite

City, State, Zip

Geocode

Validate

Mailing Address - Copy From Home Address

Street, Apt/Suite

City, State, Zip

Geocode

Validate

Home phone

Age

Aggregate days of membership (YTD)

Area/Neighborhood

DOB

Federal Ethnicity and Race

Ethnicity

Race

Scheduling/Reporting Ethnicity

Father (last, first)

Father's Day Phone

Father's Employer

Father's Home Phone

Gender

Legal Gender

Clarification of Terms/Fields to be Populated

Display Name	Table & Number	Field Name	Description	Accepted Value(s)
Preferred Last Name	Students (1)	Last_Name	Enter the students preferred last name.	
Preferred First Name	Students (1)	First_Name	Enter the students preferred first name.	
Preferred Middle Name	Students (1)	Middle_Name	Enter the students preferred middle name.	
Legal Last Name	Studentcore fields	PSCore_Legal_Last_Name	Enter the student's legal last name.	
Legal First Name	Studentcore fields	PSCore_legal_first_name	Enter the student's legal first name.	
Legal Middle Name	Studentcore fields	PSCore_Legal_Middle_Name	Enter the student's legal middle name.	
Legal Suffix	Studentcore fields	PSCore_Legal_Suffix	Enter the student's legal suffix.	
Home Address - Street, Apt/Suite	Students (1)	Street	Enter the street address where the student physically resides.	
Home Address - City	Students (1)	City	Enter the city where the student physically resides.	
Home Address - State	Students (1)	State	Enter the state where the student physically resides.	South Carolina (SC)
Home Address - Zip	Students (1)	Zip	Enter the zip code where the student physically resides.	
Mailing Address - Street	Students (1)	Mailing_Street	Enter the address where the student receives mail.	
Mailing Address - City	Students (1)	Mailing_City	Enter the city where the student receives mail.	
Mailing Address - State	Students (1)	Mailing_State	Enter the state where the student receives mail.	South Carolina (SC)
Mailing Address - Zip	Students (1)	Mailing_Zip	Enter the zip code where the student receives mail.	
Home Phone	Students (1)	Home_Phone	Enter the student's home telephone number.	
Age	NA	NA	Calculated age of student based on DOB and the current system date.	Not stored

Display Name	Table & Number	Field Name	Description	Accepted Value(s)
Aggregate days of membership (YTD)	NA	NA	The total number of days the student has been enrolled for the current school year.	Not stored
Area/neighborhood	StudentCore Fields	Area	The area or neighborhood in which the student lives.	
DOB	Students (1)	DOB	Select the student's date of birth.	
Ethnicity	Students (1)	FedEthnicity	Select "Yes" if the student is Hispanic or Latino.	No =0, Yes =1
Race	StudentRace (201)	RaceCd	Select all applicable checkboxes for the student's ethnicity/race.	Asian, Black, African American, American Indian or Alaska Native, Native Hawaiian or Other Pacific Islander, White
Scheduling /Reporting Ethnicity	Students (1)	Ethnicity	Select the appropriate scheduling/reporting ethnic code. Districts should use this field to collect individual student and staff ethnicity data for PowerSchool reports and scheduling.	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
Father (last, first)	Students (1)	Father	Enter the student's father's last and first name (Last, First).	
Father's Day Phone	StudentCore Fields	FatherDayPhone	Enter the student's father's day telephone number.	
Father's Employer	StudentCore Fields	Father_Employer	Enter the name of the student's father's employer.	
Father's Home Phone	StudentCore Fields	Father_Home_Phone	Enter the student's father's home telephone number.	
Preferred Gender	Students (1)	Gender	Indicate the student's preferred gender.	F = Female, M = Male
Legal Gender	StudentCore Fields	PSCore_Legal_Gender	Indicate the student's legal gender.	F = Female, M = Male
Grade Level	Students (1)	Grade_Level	Displays the grade level to which the student is assigned for this school.	
Graduation Year (Expected)	StudentCore Fields	Graduation_Year	Enter the projected year the student will complete requirements for graduation.	

Display Name	Table & Number	Field Name	Description	Accepted Value(s)
Guardianship	StudentCore Fields	Guardian	Enter the student's guardian's name.	
Guardian Email	Students (1)	GuardianEmail	Enter the student's guardian's email. Separate multiple addresses with commas.	
Mother (last, first)	Students (1)	Mother	Enter the student's mother's last and first name (Last, First).	
Mother's Day Phone	StudentCore Fields	MotherDayPhone	Enter the student's mother's day telephone number.	
Mother's Employer	StudentCore Fields	Mother_Employer	Enter the name of the student's mother's employer.	
Mother's Home Phone	StudentCore Fields	Mother_Home_Phone	Enter the student's mother's home telephone number.	
Previous Student ID	Students (1)	PrevstudentID	Enter a student number previously used for identification, if applicable.	
SSN	Students (1)	SSN	When required by the school or district, enter a valid SSN for the student.	
Student Number	Students (1)	Student_Number	This is an internal PowerSchool number, automatically assigned during enrollment of a student entering a school.	
Gen (Jr., III, etc.)	S_SC_STU_X	StudentGeneration	Select the student's generation code if listed on the birth certificate. Do not include the generation data in the last name field.	None, II, III, IV, Jr., Sr., V, VI
Nickname	S_SC_STU_X	NickName	Enter any nickname by which a student is known.	
Alias Name	S_SC_STU_X	OtherName	Enter an alias name a student is using that varies from their legal name. This field is available for district or school reporting.	
Multiple Birth	S_SC_STU_X	Multiple_Birth	Indicate whether a student was born as part of a multiple birth, such as twins or triplets.	Blank, Y - Yes, N - No

Historical Grades

Start Page > Student Selection > Historical Grades > New Stored Grade
Office of Federal and State Accountability

Introduction

Historical grades are final grades or grades that are permanently stored in the student's record. At the end of each grading term, your PowerSchool administrator copies and stores the students' current grades from PowerTeacher Gradebook to historical grades. Historical grades appear on report cards and transcripts.

Associated Procedure(s)

Student Records regulations: 43-231, 43-232, 43-234.
Uniform Grading Policy

Credit Type

Credit Types allow courses to be grouped, and each course can be associated with one or more credit types. Credit types specific to South Carolina schools (primarily for high school courses) for both subject and grade levels include:

- 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 CTE
- X – Electives
- ES – Elementary School
- MS – Middle School
- HS – High School

The “HS” credit type is very important for Individualized Graduation Plan (IGP) display/reports and Graduation Planner/Sets, and the order and format for entering the credit type list impacts how courses display or do not display on reports.

Historical Grades															
Abson, Kinsee LeDreah 9 770010020383 THS1															
<div>Multiple New EntriesSingle New EntryPrevious School NamesDetail View</div>															
Year/Term	Grd Lvl	Course number	Course	Earned Credit	E1	E2	E3	Q1	Q2	Q3	Q4	S1	S2	Y1	
16-17 S1	7	25017400	Art-7th	0.00	—	.	.	96	96	.	.	96	.	96	
16-17 YR	7	27999900	Directed Research	0.00	—	—	—	93	96	97	88	95	93	94	
16-17 S1	7	26507100	Intro Span-7th	0.00	—	.	.	99	98	.	.	99	.	99	
16-17 YR	7	510072CH	Keyboarding	0.50	100	—	—	99	100	100	100	100	100	100	
16-17 YR	7	20017000	Lang Arts-7th	0.00	—	—	—	91	91	89	89	91	89	90	
16-17 YR	7	21107700	Math-7th	0.00	—	—	—	91	97	93	98	94	96	95	
16-17 S2	7	24607100	PhyEd/Health-7th	0.00	.	—	.	.	.	85	98	.	92	92	
16-17 YR	7	22217500	Science - GR7	0.00	—	—	—	100	97	97	99	99	98	99	
16-17 YR	7	23107500	SocStudies - GR7	0.00	—	—	—	99	98	96	99	99	98	99	

Clarification of Terms/Fields to be Populated

Display Name	Table & Number	Field Name	Description	Accepted Value(s)
School Name	StoredGrades (31)	SchoolName	Name of the school where the student received the grade for the course.	
School Year	StoredGrades (31)	TermID	The school year and term during which the student received the grade for the course.	
Store Code	StoredGrades (31)	StoreCode	The store code appears based on the setup for grades. For the final grade, "F1" is the standard code for all numerical scores for all completed courses.	
Hist. Grade Level	StoredGrades (31)	Grade_Level	The grade level in which the student was enrolled in the course.	
(a) Course number	StoredGrades (31)	Course_Number	Course Number as assigned from the Activity Coding System for the Student Information System.	
Section number	StoredGrades (31)	SectionID	Provide the section number at the current school, if the grade should be tied to an existing section at the school.	
(b) Course name	StoredGrades (31)	Course_Name	Name of the course as assigned in the Activity Coding System for the Student Information System.	
Teacher Name	StoredGrades (31)	Teacher_Name	Name of the primary teacher for the course section. (Format: Last, First)	
Grade	StoredGrades (31)	Grade	The final grade the student earned.	
GPA points	StoredGrades (31)	GPA_Points	Number of GPA points the student received for this grade.	
Added value	StoredGrades (31)	GPA_Added Value	SC schools do not enter added values.	
Percent	StoredGrades (31)	Percent	Percent grade the student earned.	
Citizenship	StoredGrades (31)	Behavior	Citizenship grade for the term.	
Earned Credit Hours	StoredGrades (31)	EarnedCrHrs	Number of credit hours the student received for passing the course.	
Potential Credit Hours	StoredGrades (31)	PotentialCrHrs	Number of credit hours the student could have earned in the course.	
Credit type	StoredGrades (31)	Credit_Type	Credit Types allow courses to be grouped together for tracking purposes. HS must be the first credit type listed for all credit-bearing high school courses.	A, C, E, H, J, K, L, P, R, T, X, ES, MS, HS

Display Name	Table & Number	Field Name	Description	Accepted Value(s)
GPA Calculation	StoredGrades (31)	ExcludeFrom GPA	Select the option to include or exclude the grade from the GPA calculation.	Include = 0, Exclude = 1
Class Rank Calculation	StoredGrades (31)	ExcludeFrom ClassRank	Select the option to include or exclude the grade from the class rank.	Include = 0, Exclude = 1
Honor Roll Calculation	StoredGrades (31)	ExcludeFrom HonorRoll	Select the option to include or exclude the grade from the honor roll.	Include = 0, Exclude = 1
Graduation Calculation	StoredGrades (31)	ExcludeFrom Graduation	Select the option to include or exclude the grade in the graduation calculation.	Include = 0, Exclude = 1
Display on Transcript	StoredGrades (31)	ExcludeFrom Transcripts	Select the option to include or exclude the grade on the transcript.	Yes = 0, No = 1
Teacher comment	StoredGrades (31)	Comment	Comments from the teacher.	

Individualized Graduation Plan (IGP) Success Planner

Start Page > Student Selection > IGP Home [Success Planner]

Office of Student Intervention Services

Introduction

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.

Associated Documentation/Resources

[South Carolina Individual Graduation Plan Documentation](#)

[School Counseling Resources](#)

IGP Home

Ackerman, Sherrice Joshua 12 770010013039 THS4

Unlocked IGP Records

Title of IGP	Created On	Modified On	Academic Year	Primary
Create New IGP				

Locked IGP Records

Title of IGP	Created On	Modified On	Academic Year	Primary		
	02/13/2017 12:00 am	02/13/2017 12:00 am		<div>No ▾</div>	Clone this IGP	Delete This IGP
	01/27/2017 12:00 am	01/27/2017 12:00 am		<div>No ▾</div>	Clone this IGP	Delete This IGP
	05/01/2016 12:00 am	05/01/2016 12:00 am		<div>No ▾</div>	Clone this IGP	Delete This IGP
	03/15/2015 12:00 am	03/15/2015 12:00 am		<div>No ▾</div>	Clone this IGP	Delete This IGP

Clarification of Terms/Fields to be Populated

Display Name	Table & Number	Field Name	Description	Accepted Value(s)
PrimaryIGP Indicator	VirtualTablesData3 where related_to_table = 'CAS_IGP_Master' in IGP release 2.x	Primary	Select to identify the primary IGP for the school year.	
IGP is Locked	VirtualTablesData3 where related_to_table = 'CAS_IGP_Master'	user_defined_num eric	Select to lock the IGP.	
Plan Name	VirtualTablesData3 where related_to_table = 'CAS_IGP_Master'	Title	Enter the name of the IGP.	
Career Goal	VirtualTablesData3 where related_to_table = 'CAS_IGP_Master'	Career_Goal	Enter the career goal of the student.	
Academic Year	VirtualTablesData3 where related_to_table = 'CAS_IGP_Master'	Academic_Year	Enter the school year in which the IGP was created.	
Postsecondary Plans	VirtualTablesData2 where related_to_table = 'CAS_IGP_LU_Participation'	user_defined_text	Enter selection for the student's Post-Secondary plans.	Workforce/Apprenticeship, Military, Four-Year College, Two-Year College/Technical Training
Meeting Conducted By			Enter the name of the person conducting the IGP meeting.	
IGP Data Input By			The name of the user signed in to PowerSchool creating the IGP.	
In Attendance	VirtualTablesData3 where related_to_table = 'CAS_IGP_Master'	In_Attendance_Type	Enter the name(s) of the person(s) in the IGP meeting.	No Representative, Parent/Step Parent/Guardian or Other Representative
Participation Venue	VirtualTablesData3 where related_to_table = 'CAS_IGP_Master'	Participation	Select from the drop-down value the venue of the meeting.	E-mail, In-person, Online meeting, Other, Telephone
Cluster	VirtualTablesData2 where related_to_table = 'CAS_IGP_LU_AreaOf Study'	Cluster	Select the cluster aligned with the major the student has chosen.	

Display Name	Table & Number	Field Name	Description	Accepted Value(s)
Academy	VirtualTablesData2 where related_to_table = 'CAS_IGP_LU_AreaOf Study'	Academy	Select the academy from the list.	
Major	VirtualTablesData2 where related_to_table = 'CAS_IGP_LU_AreaOf Study'	Major	Select the name of the major aligned with the cluster the student has chosen.	
Course_Number		user_defined_text 2	Select the Course_Number from the Courses Table.	
Course_Type	VirtualTablesData2 where related_to_table = 'CAS_IGP_LU_Course_ Type'	Academy	Select the unique id from the CAS_IGP_LU_Course_T ype Table.	
Grade_Level		user_defined_num eric	The grade level that the course is planned to be taken or was taken if the course has been completed.	
Course_Category		Course_Category	English, Math, Science, Social Studies, Requirements/Electives, Required Courses for Major, Complementary Course Work, Extended Learning Opportunities Related to Major, or Certifications	
Credit_Hours		Credit_Hours	Credit Hours for the selected course	
Occupations	VirtualTablesData3 where related_to_table = 'CAS_IGP_Master'	Occupations	Enter the occupations the student is considering.	
Entrepreneurship Interests			Enter any student interest in entrepreneurship activities.	
Postsecondary Majors	VirtualTablesData3 where related_to_table = 'CAS_IGP_Master'	Postsecondary_Majors	Indicate the majors the student is considering pursuing in college.	
Postsecondary Schools	VirtualTablesData3 where related_to_table = 'CAS_IGP_Master'	Postsecondary_Schools	Enter the school(s) the student is considering attending upon graduation from high school.	

Display Name	Table & Number	Field Name	Description	Accepted Value(s)
Planning Notes			Enter any notes necessary for the student's IGP.	

Incident Management

Start Page > Student Selection > Incident List
Office of Student Intervention Services

Introduction

Reporting incident information through the Incident Management page in PowerSchool is necessary for required federal and state reports. Incidents entered on a regular basis (no later than a few days after the incident) provide more accurate information about the students involved and the actions taken by the school or district administrators. It is important that all discipline and truancy data are coded in Incident Management.

Associated Procedure(s)

All discipline and truancy data are to be coded in Incident Management. Do not create additional incident sub-codes in the Incident Management system. Suggestions for any specific type of incident not already listed should be directed to the Office of Student Intervention Services, SCDE.

For truancy incidents, an individual entry per student is required. Do not use one code entry for multiple students. This practice does not adhere to written SCDE procedures and provides invalid truancy summary data for edFACTS and other state and federal reporting. However, when two or more offenders are involved in the same discipline incident, all students are added to the one incident you are reporting.

Associated Documentation/Resources

[SCDE PowerSchool Incident Management](#)

Incident List

Ammon, Ti Charles 99 770000290237 Graduated Students Graduated

▼ Search Filter

Filter by: ☐ School ☐ Date Range ☐ Incident Title ☐ Incident ID ☐ Incident Type ☐ Role

Search

Incidents - Total Found: 2

Create Incident ▼

ID	Title	Roles	Incident Date	School
23778		Offender	09/05/2012 01:36 PM	Test High School 3
34489		Offender	01/04/2013 10:25 AM	Test High School 3

Clarification of Terms/Fields to be Populated

Display Name	Table & Number	Field Name	Description	Accepted Value(s)
Action code	Incident_Detail	Lu_Sub_Code_ID where Code_Type = 'actioncode'	Select the corrective action plan that was used for the incident.	Review SCDE PowerSchool Incident Management guide
Behavior code	Incident_Detail	Lu_Sub_Code_ID where Code_Type = 'behaviorcode'	Select to indicate which behavior occurred during the incident.	Review SCDE PowerSchool Incident Management guide
Duration code	Incident	Lu_Sub_Code_ID where Code_Type = 'durationcode'	Select to identify the length of the incident corrective action plan.	Review SCDE PowerSchool Incident Management guide
Incident Date	Incident	incident_ts	Date of the incident.	
Incident ID	Incident	Incident_ID	An internal ID number assigned to the incident.	
Incident Type	Incident_Detail	Lu_Sub_Code_ID where Code_Type = 'incidenttypecode'	Select the type of incident.	Discipline, Truancy
Location code	Incident_Detail	Lu_Sub_Code_ID where Code_Type = 'locationcode'	Select the location of the incident.	
Object code	Incident_Object	Incident_Object_ID	Select to indicate what type of object was used during the incident.	
Participation Attributes	Incident_Personal_Detail	Incident_Person_Role_ID	Select the appropriate attribute for the participant.	Offender, Reporter, Victim, Witness
Person Marked as Unknown	Incident_Person_Role	IS_Unknown	Used to indicate if the participant is not a student or staff member.	
Primary Behavior	Incident_Detail	Primary_indicator	Select to indicate if this was the primary behavior of the incident.	
School	Incident	School_Number	Enter the School Number where the incident occurs/applies.	
Time Frame	Incident	Lu_Sub_Code_ID where Code_Type = 'timecode'	Select to indicate the time frame of the incident.	
Zero Tolerance Policy	Incident_Detail	Lu_Sub_Code_ID where Code_Type = 'actionattribute'	Used to indicate if the incident falls within the school/district Zero-Tolerance Policy.	

Other Information

Start Page > Student Selection > Other Information

Office of Federal and State Accountability

Office of Student Intervention Services

Introduction

The Other Information page includes a single field specific to South Carolina procedures.

Associated Procedure(s)

Districts should define when students should be excluded from class ranking; i.e. summer, fall, and/or winter graduates. Students whose Diploma Type is not *F - State of SC Diploma* should be excluded from the class rank.

Other Information

Simpson, John James 9 380010022505 THS

Equip Flag

Date Of Entry Into USA

(MM/DD/YYYY)

MESA

AFDC Application Number

AFDC Approved

Primary Language Code

(blank) - English

PHLOTE

Secondary Language Code

Exclude From Class Ranking

☐

Fee Exemption Status

Student Not Exempted

Other Alert

Other Alert Text

Alert Expires (Date)

0/0/0

(MM/DD/YYYY) (0/0/0 to never expire)

Clarification of Terms/Fields to be Populated

Display Name	Table	Field Name	Description	Accepted Value(s)
Exclude from Class Ranking	Students (1)	Exclude_fr_rank	Check this box for students who should not be included in the class rank.	

Scheduling

Start Page > School Setup

Office of Federal and State Accountability

Introduction

Student course enrollments are subject to Regulation R43-234 VII-D, “Defined Program, Grades 9-12 and Graduation Requirements”, which stipulates:

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. Courses may not be added to the student’s historical grade or course history (transcript) without first being entered into the scheduler.
3. Courses offered in non-traditional 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.

To ensure students have been enrolled into courses according to the regulation R43-234 VII-D, the All Enrollments page includes the student course scheduling history.

Courses

Start Page > School Setup > Courses

Office of Federal and State Accountability

Introduction

The Courses page is used to manage courses and course-related information.

Associated Procedures/Definitions

Course Numbers and Names: Activate courses as needed for each year’s school course offerings. It is the responsibility of each district and school to ensure the current course codes and course names reflect the standard course offerings approved by the SC Department of Education, as listed in the “Activity Coding System for the Student Information System”. This document standardizes course data collected for funding and accountability purposes.

Course Credit Hours: Regulation No.: 43-234 B - A school may award one unit of credit for an academic standards-based course that requires a minimum of 120 hours of instruction. A school may award one-half unit of credit for an academic standards-based course requiring a minimum of 60 hours of instruction and one-fourth unit of credit for an academic standards-based course requiring a minimum of 30 hours of instruction. The unit of credit is reflected in the 8th character of the course activity code number for each course; i.e., Q = $\frac{1}{4}$, H = $\frac{1}{2}$, W = 1, D = 2.

Credit Type: Credit Types allow courses to be grouped together, and each course can be associated with one or more credit types. Credit types specific to South Carolina schools (primarily for high school courses) for both subject and grade levels include:

- 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 CTE
- X – Electives
- ES – Elementary School
- MS – Middle School
- HS – High School

The “HS” credit type is very important for IGP display/reports and Graduation Planner/Sets, and the order and format for entering the credit type impact how courses do or do not display on reports. If a course meets several graduation requirements, indicate this by entering more than one credit type for that course: for example, a course unit could count for math or science or an elective, depending on the student’s career path. For such a course, input HS, C, E, X in the credit type field on the course page (note the absence of spaces after each comma).

GPA Added Value: 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.

Associated Documentation/Resources

[Activity Coding System for the Student Information System](#)


Courses

Filter Results

Filtered by 'Status', 'Year'

Manage Courses for this school

Print

 New Course

<< first < prev 1 2 3 4 5 6 7 8 9 10 next > last >>

<input checked="" type="checkbox"/>	Number	Name	Department	Prerequisite Note	Fee	Relationship	Sections	Active	Inactive
<input checked="" type="checkbox"/>	390R21CW	AcadSupport	SPEC				0	10-11, 11-12...	
<input checked="" type="checkbox"/>	390R20CW	AcadSupport	SPEC				0	10-11, 11-12...	
<input checked="" type="checkbox"/>	390R10CH	AcadSupport	SPEC				0	11-12, 12-13...	
<input checked="" type="checkbox"/>	390R02CW	AcadSupport NC	SPEC				0	10-11, 12-13...	
<input checked="" type="checkbox"/>	390R01CH	AcadSupport NC	SPEC				0	13-14, 14-15...	
<input checked="" type="checkbox"/>	673010EW	ACC 101-DC	CATE				0	15-16, 16-17...	

Clarification of Terms/Fields to be Populated

Display Name	Table & Number	Field Name	Description	Accepted Value(s)
Number	Courses (2)	Course_Number	The number used to identify the course. Must be eight characters in length.	
Name	Courses (2)	Course_Name	The name of the course.	
Department	Courses (2)	Sched_Department	The department to which the course is associated.	
Prerequisite Note	Courses (2)	PrerequisitesValue	Descriptive text regarding academic requirements or authorizations that must be fulfilled before enrollment in a course.	
Fee	CourseFee (104)		Indicates whether or not course enrollment fees are associated with the course.	
Relationship	Course_Relationship (151)		When in school mode, indicates whether or not a relationship exists between this course and another course.	
Sections	CC (4)		When in school mode, only courses which are active for the school.	
Active	School_course	Status	When in district mode, schools in which this course has been made available. If status equals "1" the school appears in this list. When in school mode, the year(s) in which the course was active.	
Inactive	School_course	Status	When in district mode, schools in which this course has not been made available. If status equals "0" the school appears in this list. When in school mode, the year(s) in which the course was inactive.	

Edit Course (District/School)

Start Page > District Setup > Courses > [Course Name]

Start Page > School Setup > Courses > [Course Name]

Course information can be edited at the district and the school level. When accessed at the school level, only courses that are available for the selected school and year appear.

English 4 (302721CW) - General
[View Course Information By Year](#)

District - General
District - Standards
Fees
Prerequisites
Availability
Equivalencies

Label	Value
Course Name	English 4
Course Number	302721CW
Course Name	<input type="text" value="English 4"/>

SC Additional Course Information

Long Title	<input type="text" value="English 4"/>
Fee 1	<input type="text"/>
Fee 2	<input type="text"/>

Alternate Course Number	<input type="text" value="302700CW"/>
Credit Hours	<input type="text" value="1.00"/>
Maximum Credit Hours	<input type="text" value="0.00"/>
CIP Code	<input type="text"/> <input type="checkbox"/> Vocational Class
Program for All Sections	<input type="text"/> (if not blank overrides Section selection)
Credit Type	<input type="text" value="HS,A,X"/> (no spaces)
Default Maximum Enrollment	<input type="text" value="0"/>

Department
LANG
Associate

Clarification of Terms/Fields to be Populated

Display Name	Table & Number	Field Name	Description	Accepted Value(s)
Course Name	Courses (2)	Course_Name	Display-only of the current course name.	
Course Number	Courses (2)	Course_Number	The number used to identify the course.	
Course Name	Courses (2)	Course_Name	Edit the name of the course. Must be eight characters in length.	
Course Description	Courses (2)	Sched_FullCatalogDescription	Detailed course description that will appear on the student course request pages and in the printed version of the course catalog.	
Alternate Course Number	CoursesCoreFields	Alt_Course_Number	If needed, enter an additional number used to identify the course.	

Display Name	Table & Number	Field Name	Description	Accepted Value(s)
Credit Hours	Courses (2)	Credit_Hours	Number of credits allowed per course. Refer to “Activity Coding Manual” for SC Specific values.	
Max Credit Hours	Courses (2)	MaxCredit	Enter the maximum number of credits a student receives for taking the course.	
CIP Code	Courses (2)	Code	If needed, enter the CIP code to identify courses as part of a vocational program.	
Vocational Class	Courses (2)	Vocational	Select the checkbox if the course is a vocational class.	
Program for All Sections	Gen (6)	Name	Any program specified here will automatically be considered the program that every section of the course will belong to. ProgramID in the SPEnrollments (41) table is linked to ID in GEN(6) Table, which links to the Name field.	
Credit Type	Courses (2)	CreditType	Enter the type of credit a student receives for passing this course. Refer to “Activity Coding Manual” for SC Specific values.	
Default Maximum Enrollment	Courses (2)	MaxClassSize	Edit the maximum number of students who can be enrolled in this course.	
Department	Courses (2)	Sched_Departm ent	Click “Associate” to select the department for this course. Click “Department” to create or edit departments at your school.	
Subject Area	Courses (2)	Sched_CourseSu bjectAreaCode	Edit the subject area for the course.	
Course Notes	Courses (2)	PrerequisitesVal ue	If needed, enter descriptive text regarding the course or course enrollment.	
Exclude from Attendance	Courses (2)	Exclude_ADA	Select the checkbox to exclude this section from ADA calculations.	

Display Name	Table & Number	Field Name	Description	Accepted Value(s)
Exclude From Storing Final Grades	Courses (2)	ExcludeFromStoredGrades	Select the checkbox to skip this course when storing grades. This setting is useful in cases where storing grades may not be appropriate, such as study hall or lunch.	
Grade Scale	Courses (2)	GradeScaleID	Select the grade scale from the drop-down menu. The ID for the grade scale attached to this course is stored in the database, which links to the GradescaleItem table for its name. Refer to the “SC Uniform Grading Policy”.	
GPA Added Value Points	Courses (2)	GPA_AddedValue	SC schools do not use added value points.	
Exclude from GPA?	Courses (2)	ExcludeFromGPA	Select the option to exclude the grade from the GPA calculation.	
Exclude from Class Rank?	Courses (2)	ExcludeFromClassRank	Select the option to exclude the grade from the class rank calculation.	
Exclude from Honor Roll?	Courses (2)	ExcludeFromHonorRoll	Select the option to exclude the grade from the honor roll calculation.	
Use the Course for Lunch	Courses (2)	Sched_LunchCourse	Select the checkbox to indicate that this course will be used exclusively for scheduled lunches.	
Exclude on Report Cards/Transcripts	Courses (2)	Sched_Do_Not_Print	Select the checkbox to exclude all sections of this course from appearing on the schedule listing of Report Cards or the Transcript Object of Object reports.	
Update the Course in the District Course Archive for [Year]			Select the checkbox to update archived course information, as well as current course information. Leave the checkbox blank to only update current course information. Note: This field only appears if the end-of-year process has been completed.	1 = Checked, 0 = Unchecked

Display Name	Table & Number	Field Name	Description	Accepted Value(s)
Post-Secondary Modifier			Check all applicable boxes.	College Credit by Competency Articulation, Dual Credit: Check Local Articulation Agreements, College Credit by Exam Available, College Credit through National Certification Available, Statewide University Transfer Agreement

Add a New Course

Start Page > School Setup > Courses > New Course

Add any new courses before building or loading a master schedule.

Start Page > District Setup > Courses > New Course

New Course

Course Name	Essentials of English I																																																									
Course Number	390000CW ✓																																																									
Alternate Course Number																																																										
Associate Course with Schools																																																										
<table><thead><tr><th>Name</th><th>Abbr.</th><th>School Number</th></tr></thead><tbody><tr><td>CERDEP Summer Program</td><td>CSP</td><td>499</td></tr><tr><td>Test Middle School 1</td><td>TMS1</td><td>1</td></tr><tr><td>Test Middle School 2</td><td>TMS2</td><td>2</td></tr><tr><td>Test High School 1</td><td>THS1</td><td>3</td></tr><tr><td>Test Middle School 3</td><td>TMS3</td><td>4</td></tr><tr><td>Test High School 2</td><td>THS2</td><td>5</td></tr><tr><td>Test High School 3</td><td>THS3</td><td>6</td></tr><tr><td>Test Middle School 4</td><td>TMS4</td><td>7</td></tr><tr><td>Test High School 4</td><td>THS4</td><td>8</td></tr><tr><td>Test Elementary School 1</td><td>TES1</td><td>33</td></tr><tr><td>Test Elementary School 2</td><td>TES2</td><td>14</td></tr><tr><td>Test Elementary School 3</td><td>TES3</td><td>15</td></tr><tr><td>Test Elementary School 4</td><td>TES4</td><td>16</td></tr></tbody></table>			Name	Abbr.	School Number	CERDEP Summer Program	CSP	499	Test Middle School 1	TMS1	1	Test Middle School 2	TMS2	2	Test High School 1	THS1	3	Test Middle School 3	TMS3	4	Test High School 2	THS2	5	Test High School 3	THS3	6	Test Middle School 4	TMS4	7	Test High School 4	THS4	8	Test Elementary School 1	TES1	33	Test Elementary School 2	TES2	14	Test Elementary School 3	TES3	15	Test Elementary School 4	TES4	16	<table><thead><tr><th>Available School Years</th></tr><tr><th>Year</th></tr></thead><tbody><tr><td>2019-2020</td></tr><tr><td>2018-2019</td></tr><tr><td>2017-2018</td></tr><tr><td>2016-2017</td></tr><tr><td>2015-2016</td></tr><tr><td>2014-2015</td></tr><tr><td>2013-2014</td></tr><tr><td>2012-2013</td></tr><tr><td>2011-2012</td></tr><tr><td>2010-2011</td></tr><tr><td>2009-2010</td></tr></tbody></table>	Available School Years	Year	2019-2020	2018-2019	2017-2018	2016-2017	2015-2016	2014-2015	2013-2014	2012-2013	2011-2012	2010-2011	2009-2010
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Credit Hours	1																																																									
Maximum Credit Hours	1																																																									
CIP Code			<input type="checkbox"/> Vocational Class																																																							
Credit Type	HS,X (no spaces)																																																									
Default Maximum Enrollment																																																										
Course Notes																																																										
Grade Scale	10 Pt College Preparatory Scale ⓘ																																																									
GPA Added Value Points	0 (usually zero)																																																									
Exclude From Storing Final Grades	<input type="checkbox"/> Use for Courses that are not graded so blank records are not stored with final grades.																																																									
Exclude from GPA?	<input checked="" type="radio"/> Include <input type="radio"/> Exclude																																																									
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Use The Course For Lunch	<input type="checkbox"/>																																																									
Exclude On Report Cards/Transcripts	<input type="checkbox"/>																																																									

Clarification of Terms/Fields to be Populated

Display Name	Table & Number	Field Name	Description	Accepted Value(s)
Course Name	Courses (2)	Course_Name	Edit the name of the course.	
Course Number	Courses (2)	Course_Number	Number used to identify the course. Must be eight characters in length.	
Alternate Course Number	Alt_Course_Number		If needed, enter an additional number used to identify the course.	
Associate Course with Schools	Schools (39)	Name, Abbreviation, School_Number	Indicate which schools this course is to be made available. Note: This field only appears at the district level. If creating a new course at the school level, the new course is automatically associated only with the selected school.	
Available School Years	Years	YearID, Name	Indicate which school years this course is to be made available. Note: By default all current and future years are selected.	
Credit Hours	Courses (2)	Credit_Hours	Number of credits allowed per course. Refer to “Activity Coding Manual” for SC Specific values.	
Max Credit Hours	Courses (2)	MaxCredit	Enter the maximum number of credits a student receives for taking the course.	
CIP Code	Courses (2)	Code	If needed, enter the CIP code to identify courses as part of a vocational program.	
Vocational Class	Courses (2)	Vocational	Select the checkbox if the course is a vocational class.	
Credit Type	Courses (2)	CreditType	Enter the type of credit a student receives for passing this course; i.e., grade level of HS, subject area, elective.	A, C, E, H, J, K, L, P, R, T, X, ES, MS, HS
Default Maximum Enrollment	Courses (2)	MaxClassSizeName	Edit the maximum number of students who can be enrolled in this course.	
Course Notes	Courses (2)	CreditType	If needed, enter descriptive text regarding the course or course enrollment.	

Display Name	Table & Number	Field Name	Description	Accepted Value(s)
Grade Scale	Courses (2)	GradeScaleID	Select the grade scale from the drop-down menu. The ID for the grade scale attached to this course is stored in the database, which links to the GradescaleItem table for its name.	
GPA Added Value Points	Courses (2)	GPA_AddedValue	SC schools do not use added value points	
Exclude from Storing Final Grades?	Courses (2)	ExcludeFromStoredGrades	Select the option to exclude this course from storing final grades during the Permanently Store Grades function.	1=Checked, 0=Unchecked
Exclude from GPA?	Courses (2)	ExcludeFromGPA	Select the option to exclude the grade from the GPA calculation.	
Exclude from Class Rank?	Courses (2)	ExcludeFromClassRank	Select the option to exclude the grade from the class rank calculation.	
Exclude from Honor Roll?	Courses (2)	ExcludeFromHonorRoll	Select the option to exclude the grade from the honor roll calculation.	
Use the Course for Lunch	Courses (2)	Sched_LunchCourse	Select the checkbox to indicate that this course will be used exclusively for scheduled lunches.	
Exclude on Report Cards/Transcripts	Courses (2)	Sched_Do_Not_Print	Select the checkbox to exclude all sections of this course from appearing on the schedule listing of Report Cards or the Transcript Object of Object reports.	

Cycle Days

Start Page > School Setup > Days

Introduction

Cycle days define the rotation of periods within a school's schedule if the rotation varies periodically. School parameters include the school's departments, days, facilities, and rooms, which are used for scheduling purposes. Additionally, cycle day names can be edited, which when combined with periods, create schedule expressions that indicate when a section is taught. For example, a school with a two-day rotation would have two days listed on the cycle days page.

Cycle Days

Day Letter	Name	Abbreviation	Sort
B	B	B	0
A	A	A	0

Submit

Clarification of Terms/Fields to be Populated

Display Name	Table & Number	Field Name	Description	Accepted Value(s)
Day Letter	Cycle_Day (135)	Letter	The letter assigned to represent the day.	
Abbreviation	Cycle_Day (135)	Abbreviation	The abbreviation for the day, not to exceed three characters.	
Name	Cycle_Day (135)	Day_Name	The name of the day.	
Sort	Cycle_Day (135)	SortOrder	The sort order should be chronological for the cycle day pattern.	

Edit Cycle Day

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

Click the name or abbreviation of the day name to edit. The Edit Cycle Day page appears.

Edit Cycle Day

Label	Value
School Name	Test High School 1
School Year	2020-2021
Day Letter	A
Day Abbreviation	<input type="text" value="A"/>
Day Name	<input type="text" value="A Day"/>

Submit

Clarification of Terms/Fields to be Populated

Display Name	Table & Number	Field Name	Description	Accepted Value(s)
Day Letter	Cycle_Day (135)	Letter	Letter assigned to represent the day.	
Day Abbreviation	Cycle_Day (135)	Abbreviation	Abbreviation for the day, not to exceed three characters.	
Day Name	Cycle_Day (135)	Day_Name	Name of the day.	
School Name	Schools (39)	Name	School's name.	
YearID	Cycle_Day (135)	Year_ID	Current year.	

Sections

Start Page > School Setup > Sections

Start Page > School Setup > [course selection] > Edit Section

Introduction

A section is an occurrence of a course, often called the class, in which the student is scheduled. Each course can have several sections that meet in different rooms at different times and are taught by different teachers. View, add, edit, and delete course sections from the School Setup page. For example, a school has a chemistry course; however, because there are too many students for one class, there are several sections of chemistry. Two different teachers instruct it for four different periods each. Thus, the school has eight sections of chemistry.

Each section has a different number, usually preceded by the same course number to indicate that it is part of the same chemistry course. Each section has an associated schedule expression, which is the combination of periods and days in which this section is taught. For example, a section of Biology meets during the fifth and sixth period on A and B days. The schedule expression 5-6(A-B) appears on the Edit Section page.

Associated Procedures/Definitions

For students taking courses through the Office of Virtual Education, populate the demographic fields for the instructor so that the courses reflect the Virtual SC instructor. For all course sections, enter the information as appropriate to select the instruction type, indicate if a single-gender section, and select if the section is a homeroom in the “SC Additional Section Information”.

District/School where taught: Ensure all sections of each CTE course have the first four digits of the career center or district ID where the section is taught entered in the “District Where Taught” and the last three digits of the school ID “School Where Taught” field. This allows the career center to be identified as teaching the particular course(s). Reference these numbers at [School Identification Numbers \(SIDN\)](#)

Dual Modality: In a dual modality model, a single class includes two groups of students. One group is receiving in-person instruction while the other group is simultaneously participating in the same lesson by viewing the instruction online. During this period of time, both groups of students are receiving the same content using the same activities. The instruction is considered dual modality even if the teacher is not differentiating instructions given to the in-person and online students.

Associated Documentation/Resources

[MEMO: Frequently Asked Questions – Dual Modality.](#)

Clarification of Terms/Fields to be Populated

Display Name	Table & Number	Field Name	Description	Accepted Values
Course Name	Courses (2)	Course_Name	Displays the course name for this section.	
Course Number	Sections (3)	Course_Number	Displays the course number for this section.	
Schedule	Sections (3)	Expression	Select the period and day during which this section is offered.	
Term	Sections (3)	TermID	Select the term in which this section is offered.	
Teacher - Section Lead	Sections (3)	Teacher	Select the primary teacher for this section.	
Teacher - Additional	Sections (3)	Teacher	Select the assistant/secondary teacher for this section.	
Gradebook Type	Sections (3)	Gradebook Type	Indicates which gradebook is associated with this section. Null=Legacy, 1=This section is used by PTG, 2=This section is used by PowerTeacher Pro.	Null, 1, 2
Room	Sections (3)	Room	The room number the section is in.	
Section Number	Sections (3)	Section_Number	Enter a section number for every active section for each current year's master schedule.	
Grade Level	Sections (3)	Grade_level	Maintains the grade level for the section.	
Current Enrollment	Sections (3)		The number of students currently enrolled in this course section appears.	
Maximum Enrollment	Sections (3)	MaxEnrollment	Set the highest number of students that can be enrolled in this section.	
District Where Taught	Sections (3)	WhereTaughtDistrict	If the section is taught in a different district, indicate that district by entering the district SID number (first four digits).	
School Where Taught	Sections (3)	WhereTaught	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).	
Dependent Sections	Sections (3)	Dependent_Secs	Text string holding the course number of dependent sections, separated by a comma	
Program	Sections (3)	ProgramID	Foreign key to the Programs table. Used to link the section to a special program.	
Automated Walk-In Scheduling Program Restrictions			Choose one of the following options: Select "Include" to only include students of specified special programs in being scheduled into specified sections. Select "Exclude" to exclude students of specified special programs from being scheduled into specified sections. If the Include option was selected, specify which special programs to include.	Include, Exclude

Display Name	Table & Number	Field Name	Description	Accepted Values
Record Attendance Using Attendance Mode			Select the method by which you want attendance recorded.	Meeting
Record Attendance			If the section meets more than one period in a day, you can choose to take attendance once or for every period.	Once for All Meetings, Each Meeting Separately
Exclude From Attendance	Sections (3)	Exclude_A DA	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.	
Exclude From Storing Final Grades	Sections (3)	ExcludeFromStoredGrade	Indicates whether this section should be excluded during the Permanently Store Grades function. If set to 0, defers to the Courses.ExcludeFromStoredGrades setting. 1=prevents grades for this section being stored by the Permanently Store Grades function. 2=this section will be stored by the Permanently Store Grades function.	0, 1, 2

Display Name	Table & Number	Field Name	Description	Accepted Values
Grade Scale	Sections (3)	GradeScaleID	<p>Ensure the correct Grade Scale is displayed (or selected if manually entered for transfer students) for each course section.</p> <p>After successfully installing the 10 PT Grade Scale Plugin for 2016-17:</p> <p>The “Edit Stored Grade” page displaying course information for classes taken <u>prior</u> to 2016-17 will have a value in the Associated Grade Scale field as appropriate for the 7-PT Grade Scale for the college prep, honors, or AP/IB/Dual Credit completed courses based on the Uniform Grading Policy.</p> <p>Any course information for classes taken in 2016-17 and forward should display “Same as Course” in the Associated Grade Scale field on the Edit Stored Grade page. The course should indicate that the 10-PT Grade Scale is used for GPA calculations.</p> <p>You must ensure the course information 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>	
Exclude from GPA?	Sections (3)	ExcludeFromGPA	Indicates whether this section should be excluded during GPA calculations 0=Same as course, 1=To be excluded, 2=To be Included	0, 1, 2
Exclude from Class Rank?	Sections (3)	ExcludeFromClassRank	Indicates whether this section should be excluded during class ranking. 1=To be excluded, 0=To be included	0, 1
Exclude from Honor Roll?	Sections (3)	ExcludeFromHonorRoll	Indicates whether this section should be excluded during Honor Roll calculations. 1=To be excluded. 0=To be included.	0, 1
Section Type	Sections (3)	Section_Type	Identifies the section type for a section as assigned during the build process in PowerScheduler. Capturing it in PowerAdmin as part of the commit process for PowerScheduler is necessary to maintain scheduling by section types in Automated Walk-In scheduling. This field is populated by the ScheduleSections SectionType column.	

Display Name	Table & Number	Field Name	Description	Accepted Values
House	Sections (3)	House	This field identifies the house to which the section is assigned, if any, and is necessary to continue support of scheduling students by house in Automated Walk-In scheduling. This field will be captured during the PowerScheduler commit process from ScheduleSections:House. There is no current effort identified to expose this field for editing or viewing in PowerAdmin.	
Team	Sections (3)		This field identifies the team to which the section is assigned, if any, and is necessary to continue support of scheduling students by team in Automated Walk-In scheduling. This will be captured during the PowerScheduler commit process from ScheduleSections:Team.	
Close section at max	Sections (3)	MaxCut	Identifies whether or not enrollment of new students should be allowed after the max enrollment. This is necessary to support max enrollment in Automated Walk-In scheduling. This field will be captured during the PowerScheduler commit process from ScheduleSections: MaxCut.	
Maximum Load Status	Sections (3)		Used to identify those teachers who are scheduled to teach more students in a day than is allowed by their contract.	Exempt, Lab, Non-Exempt
Instruction Type	S_SC_SEC_X	InstrType	Select the appropriate type of instruction for each section:	Reference the Instruction Type Table
Single Gender	S_SC_SEC_X	GenderRestricted	If this section populated with only one gender group – all male or all female – check this box.	1 = Checked, 0 = Unchecked
Is this section a homeroom?	S_SC_SEC_X	Homeroom	If this section is a homeroom, check this box. Note: data value displays on the SC08 report.	No, Yes
VSP Teacher Name LN:	S_SC_SEC_X	VSP_LastName	Accurately enter the instructor's last name	
VSP Teacher FN	S_SC_SEC_X	VSP_FirstName	Accurately enter the instructor's first name.	
VSP Teacher MI	S_SC_SEC_X	VSP_Mi	Accurately enter the instructor's middle initial.	
VSP Certification No.	S_SC_SEC_X	VSP_CertificateNo	VSP Certificate No.: Accurately enter and verify the instructor's certificate number.	

Instruction Type Table

This guidance is to assist districts with accurately reporting Instruction Type. All instructional course sections must have the “Instruction Type” field completed to identify On-Site/In-Person and Virtual instruction. When a section is created for a course the school/district must select the appropriate type of instruction for each section. Non-instructional course sections (those that begin with a 0) are not subject to this requirement. Instruction Type data can be imported into PowerSchool.

Previously The Office of Research and Data Analysis (ORDA) did not provide guidance around each of the Instruction Type values. The Instruction Type field is now required for accurate data reporting. These data begin being reported on the 45th day of school each year.

The Instruction Type table lists the currently available values for this field, their description, as well as the modality categorization of each.

Value	Description	Instruction Delivery Modality
(blank) – Select One	Default value only allowed for non-instructional courses (those that began with a 0).	-
A – Instructor Led	The teacher is physically present in the classroom providing in-person instruction to students.	On-Site/In-Person
B – SC Virtual School Program	The teacher provides instruction to students through the VirtualSC program. No other instruction types should be used for VirtualSC course sections.	Virtual
C – Online In-State	The teacher who provides virtual instruction in some capacity a part of a school/district/state entity for the state of South Carolina.	Virtual
D – Distance Learning	The teacher provides instruction for students physically located at another school location. For example, the teacher may be located physically at a television studio yet teaching several groups of students housed in different schools or districts.	Virtual
E – Online Out-of-State	The teacher who provides virtual instruction to students is not a part of a school/district/state entity for the state of South Carolina.	Virtual
F – Hybrid	The teacher provides in-person and virtual instruction in some capacity that is part of a school/district/state entity for the state of South Carolina. This is not referring to dual modality.	Hybrid

Years and Terms

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

Office of Federal and State Accountability
Office of Finance

Introduction

Setting up school year and associated terms is instrumental, as student scheduling, attendance, and grading are all affected by a school's terms.

Associated Documentation/Resources:



District Level

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

School Level

Start Page > SchoolSetup > Years & Terms > Create New School Year

Create New School Year

		Example Entry
Name of School Year	<input type="text"/>	2001-2002
Abbreviation	<input type="text"/>	01-02
First Day of School	<input type="text" value="MM/DD/YYYY"/> 	08/23/2001
Last Day of School	<input type="text" value="MM/DD/YYYY"/> 	06/05/2002

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 inMM/DD/YYYY format before clicking the Submit button.

[Submit](#)

Clarification of Terms/Fields to be Populated

Display Name	Table & Number	Field Name	Description	Accepted Value(s)
Name of School Year	Terms (13)	Name	Enter the school year name. A standard name used, for example, is 2018-2019.	
Abbreviation	Terms (13)	Abbreviation	Enter the abbreviation of the school year. For the year term, use numbers (e.g., 17-18 for the 2017-2018 school year).	
First Day of School	Terms (13)	FirstDay	Enter the first date of the term using the format mm/dd/yyyy.	
Last Day of School	Terms (13)	LastDay	Enter the end date of the term using the format mm/dd/yyyy.	

Edit School Year

District Level

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

Edit School Year

Option	Value
Name of School Year	<input type="text" value="2019-2020"/> (example: 2000-2001)
Abbreviation	<input type="text" value="19-20"/> (example: 00-01)
First Day of School	06/11/2019
Last Day of School	06/01/2020

Submit

School Level

Start Page > SchoolSetup > Years & Terms > Edit School Year

Edit School Year

Option	Value
Name of School Year	<input type="text" value="2019-2020"/> (example: 2000-2001)
Abbreviation	<input type="text" value="19-20"/> (example: 00-01)
First Day of School	08/21/2019
Last Day of School	06/05/2020
Periods	<input type="text" value="10"/>
Days	<input type="text" value="2"/>

Submit

Clarification of Terms/Fields to be Populated

Display Name	Table & Number	Field Name	Description	Accepted Value(s)
Name of School Year	Terms (13)	Name	Enter the school year name. A standard name used, for example, is 2018-2019.	
Abbreviation	Terms (13)	Abbreviation	Enter the abbreviation of the school year. For the year term, use numbers (e.g., 17-18 for the 2017-2018 school year).	
First Day of School	Terms (13)	FirstDay	Enter the first date of the term using the format mm/dd/yyyy.	
Last Day of School	Terms (13)	LastDay	Enter the end date of the term using the format mm/dd/yyyy.	
Periods	Terms (13)	Periods_Per_Day	Number of periods in a school day for this term.	
Days	Terms (13)	Days_Per_Cycle	Number of days for a cycle for this term.	

Edit Term

District Level

Start Page > District Setup > Years & Terms > Term Setup > Edit Term

School Level

Start Page > School Setup > Years & Terms > Term Setup > Edit Term

Edit Term

Field	Value
Name of Term	<input type="text" value="2019-2020"/>
Abbreviation	<input type="text" value="19-20"/> (example: Q1) <small>Note: This abbreviation must start with a letter. Do not use a number by itself.</small>
First Day of Term	<input type="text" value="08/19/2019"/>
Last Day of Term	<input type="text" value="06/03/2020"/>
What portion of the school year does this term represent?	<input type="text" value="Full year"/>
Suppress Classes For This Term From Parent/Student Users	<input type="checkbox"/>
Import File Term #	<input type="text" value="2900"/>

Submit

Clarification of Terms/Fields to be Populated

Display Name	Table & Number	Field Name	Description	Accepted Value(s)
Name of Term	Terms (13)	Name	Enter the name of the term, which indicates when it occurs during the academic year (e.g., Semester 1).	
Abbreviation	Terms (13)	Abbreviation	Enter the abbreviation of the school year. For the year term, use numbers (e.g., 17-18 for the 2017-2018 school year).	
First Day of Term	Terms (13)	FirstDay	Enter the first date of the term using the format mm/dd/yyyy.	
Last Day of Term	Terms (13)	LastDay	Enter the end date of the term using the format mm/dd/yyyy.	
What portion of the year does this term represent?	Terms (13)	IsYearRec	Select the fraction or item that represents the portion of the school year during which the term takes place.	

Display Name	Table & Number	Field Name	Description	Accepted Value(s)
Suppress Classes for this term from Parent/Student Users	Terms (13)	SuppresPublicView	Indicates if sections that meet for this term should be shown in the public portal and mobile app. 1=suppressed, 0=not suppressed	0, 1
Import File Term #	Terms (13)	ImportMap	If importing what code will relate to this term.	
Year	Terms (13)	YearID	A number representing which year the term belongs to, such as 13 for 2003-2004 or 29 for the school year 2019-2020.	

Scheduling Setup

Start Page > Student Selection > Scheduling Setup

Introduction

Set student scheduling preferences before creating or entering student course requests. By setting these parameters before students submit requests, requests will be created with the appropriate future school and schedule year identifiers.

Associated Procedure(s)

The Next School Indicator must be populated for the “End of Year” process to move the student to the next school for the next school year.

The Year of Graduation should be the expected year the student will graduate. This value will print on the “Work In Progress” and “Final” transcripts. Be sure to update this value as the student matriculates through grade levels until graduation.

Scheduling Setup

Abdy, Arthus Damazia 12 770010013200 THS1

Required Settings

Next Year Grade

99

Priority

1

Schedule This Student

☒

Year of Graduation

2020

Summer School Indicator

None

Note for Summer School Admin

80 characters left

Next School Indicator

Graduated Students

Optional Settings

Next Year Campus/Building

Associate

Next Year House

Associate

Next Year Team

Clarification of Terms/Fields to be Populated

Display Name	Table & Number	Field Name	Description	Accepted Value(s)
Next Year Grade	Students (1)	Sched_NextYearGrade	The grade the student is going to be next year. If the student is being retained, this should be the same as the current grade level.	
Priority	Students (1)	Sched_Priority	Enter a number for the Load Priority for this student.	1-99
Schedule This Student			Select the checkbox so that PowerScheduler will schedule the student.	1 = Checked, 0 = Unchecked
Year of Graduation	Students (1)	Sched_Yearof Graduation	Enter the year that the student is expected to graduate from the currently selected school. The data value in this field populates the "Class of" on the transcripts provided through SCDE.	
Summer School Indicator	Students (1)	SummerSchool ID	If a student plans will be attending summer school, select the summer school.	
Note for Summer School Admin	Students (1)	SummerSchool Note	Enter a note for the summer school administrator if needed.	
Next School Indicator	Students (1)	Next_School	Select the school the student is expected to attend for the next school year.	
Next year Campus/Building	Students (1)	Sched_NextYearBuilding	To select the campus or building that the student will go to next year, click Associate. Select a campus or building and click Submit.	
Next Year House	Students (1)	Sched_NextYearHouse	To select the house that the student will belong to next year, click Associate. Select a house and click Submit.	
Next Year Term	Students (1)	Sched_NextYearTeam	Choose the team that the student will belong to next year from the pop-up menu.	

Schools / Schools Information

Start Page > District Setup > Schools/Schools Info > Edit School

Office of Federal and State Accountability

Office of Finance

Introduction

The School Information Page provides information about the selected school. Use this page to add a new school to the system or to edit information about a school already in the system. 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 at the beginning of each school year.

Associated Procedure(s)

Update values as often as needed to reflect current information. Values entered will appear on various reports such as a student's transcript.

Edit School	
School Information	
School Name	Test High School 1
School Abbreviation	THS1 (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)	
School Address	2689 South 29th Court
School City	Avalon
School State/Province	South Carolina
School Postal/Zip Code	29999
School County Name	
School County Number	
School Phone Number	
School FAX Number	
School Number (9 digit maximum)	3 (once entered, do not change later)
Alternate School Number	0 (leave as zero to use school number)
StatePrId (32 character maximum)	003 (Use only when SIF is enabled)

Clarification of Terms/Fields to be Populated

Display Name	Table & Number	Field Name	Description	Accepted Value(s)
School Name	Schools (39)	Name	Enter the school's full name.	
School Abbreviation	Schools (39)	Abbreviation	Enter the school's abbreviation.	

Display Name	Table & Number	Field Name	Description	Accepted Value(s)
Is a Summer School	Schools (39)	IsSummerSchool	Use the checkbox to indicate that this is a summer school.	Check = 1, Unchecked = 0
School Address	Schools (39)	SchoolAddress	Enter the school's address.	
School City	Schools (39)	SchoolCity	Enter the school's city.	
School State/Province	Schools (39)	SchoolState	Select the school's state from the drop-down menu.	SC
School Postal/Zip Code	Schools (39)	SchoolZip	Enter the school's postal/zip code.	
School Phone Number	Schools (39)	SchoolPhone	Enter the school's phone number; including area code.	
School FAX Number	Schools (39)	SchoolFax	Enter the school's fax number; including area code.	
School Number	Schools (39)	School_Number	Enter the school's three-digit number. Once you enter this number, do not change it. This is an assigned number from the SCDE Office of Federal and State Accountability.	
StatePrid	Schools (39)	SIF_StatePrid	Enter the school's three-digit number. Once entered, do not change it. This is an assigned number from the SCDE Office of Research and Data Analysis.	
Exclude From State Reporting?	Schools (39)	State_ExcludeFromReporting	Select the checkbox to exclude this school from state reporting.	
Grades (lowest - highest)	Schools (39)	Low_Grade	Select the lowest grade level at the school based on the official list provided to SCDE from your district.	
Grades (lowest - highest)	Schools (39)	High_Grade	Select the highest grade level at your school based on the official list provided to SCDE from your district.	
Principal's Name	Schools (39)	Principal	Enter the name of the principal or director for this school.	
Days	Terms (13)	Days_Per_Cycle	Review the bell schedule for the number of days in the cycle.	
Periods	Terms (13)	Periods_Per_Day	Review the bell schedule for the number of periods each day.	

South Carolina State Information

Start Page > Student Selection > South Carolina State Information

Introduction

The “State/Province - SC” page contains links to the SC Specific State Reporting pages that contain fields used for federal/state reports and for school funding.

Associated Procedure(s)

State ID/State Student Number

The State Unique Numbering System (SUNS), through the SUNS PowerSchool Integration Plugin, automatically populates the State ID field after the required data is entered in the fields below when enrolling a student and a match is located:

- Last Name
- First Name
- Gender
- Date of Birth
- Grade Level
- Student ID (assigned by PowerSchool)
- Ethnicity: Hispanic/Latino (Y/N)
- Race

If data exist in the following fields, the match process more effectively returns State ID numbers for students:

- Middle Name
- Name Suffix
- Social Security Number (if entered, it must be formatted properly)

SC25 Miscellaneous SC Fields Initialization

Start Page > Reports > Reports (State Reports) > SC25 Miscellaneous SC Fields Initialization

Run the Miscellaneous SC Fields Initialization process only once at the beginning of each new school year. This process will clear the active students data values for the following fields:

- South Carolina Student Information
 - English Prof (if the values “8 – English Speaker” or “9 – Native Speaker” are selected they will not be initialized)
 - Change all M1 values to M2
 - Change all M2 values to M3
 - Change all M3 values to M4
 - Change all M4 values to 8 – English Speaker with a Status of Former EL
 - Change all 10 values to 11
 - Change all 11 values to AW
 - Instructional Setting
 - True Grade
 - Foster Home
- ESOL
 - 30 Day Parent Notification
 - Exception From Assessment Accountability – 1 Year
 - Immigrant Funding – In US School(s) 3 Full Academic Years or Less
 - ESOL Program Service Delivery Models (PSDMs) (01 – 11)
- Homeless Student Information
 - Primary Night Time Residence
 - Served by ARP-HCY
 - Unaccompanied Youth

Associated Documentation/Resources

[SUNS Data Access & Management Policy](#)

[EFA/EIA Step-by-Step Guide for Running 45-day and 135-day Funding Reports](#)

[Pupil Accounting Manual](#)

South Carolina State Information

Deakes, Leanah Michele 8 770010022763 TMS1

South Carolina State Information	
State ID	6612026995
Include this student in State Reporting	Yes ▼
Self Contained Class	<input type="checkbox"/>
EFA/EIA Classification Information	
Contacts	
Chronic Absenteeism	
Truancy	
CATE	
Early Childhood	
South Carolina Student Information	
ESOL	
Read To Succeed	
Precode	
Students Not Tested on State Assessments	
Transportation	
Work-based Learning	
Homeless Student Information	
Immunizations	
Graduation Rate Planning Worksheet	
Civil Rights Data Collection (CRDC)	

Submit

Clarification of Terms/Fields to be Populated

Display Name	Table & Number	Field Name	Description	Accepted Value(s)
State ID	Students (1)	State_Student Number	The unique ten-digit SUNS number required for every SC student.	
Include this student in State Reporting	S_SC_STU_X	IncludeInReporting	Select if the student is included in state reporting and for EFA/EIA funding.	Yes = Blank, No = 1
Self Contained Class	S_SC_STU_X	SelfContained	Check this box to indicate the student is enrolled in a self-contained special education class at this school.	

Career and Technical Education (CTE)

Start Page > Student Selection > South Carolina State Information > SC Career and Technical Education

Office of Career & Technical Education

Introduction

Reference the [CTE Data Collection and Reporting](#) web page for the most current reporting requirements for the CTE Data Collection.

CTE Data are collected to meet state and federal requirements, including the South Carolina Education Accountability Act of 1998 and the five core indicators of performance for the Strengthening Career and Technical Education for the 21st Century Act (Perkins V). Additionally, these data are required for enrollment and placement, and the allocation of funds to local school districts for the support of career and technology education programs.

Associated Procedure(s)

Concentrator Year Fields

The Concentrator Year fields are used to identify the semester and year a student became a CTE concentrator. The list of values changes each year; with a Fall (FA) and Spring (SP) value added for the upcoming school year. For school year 2021–22 the value would be “FA21” if student completed in the fall of 2021 or “SP22” if the student completed in the spring of 2022. The value Prior To (PT) was added as a generic value for cases where students became concentrators before the current school year.

Completion Year Fields

The Completion Year field indicates the semester and the year in which the student completed the required units in a state recognized CTE program.

Associated Documentation/Resources

[CTE Student Reporting Procedures Guide](#)

The screenshot shows the PowerSchool SIS interface for "SC Career & Technical Education Data Entry". The breadcrumb trail at the top reads: "Start Page > Student Selection > South Carolina State Information > SC Career and Technical Education". The user is logged in as "Agosto, Braylon Rylan" with ID "3 44052" and role "A P13". The interface includes a navigation bar with tabs: "Contacts", "Chronic Absenteeism", "Truancy", "CTE", "Early Childhood", "SC Student Information", "ESOL", "Read To Succeed", "Precode", "Students Not Tested", "Transport", and "Work-Based Learning". The "CTE" tab is active. The form contains several dropdown menus and text fields for data entry. The "Single Parent" dropdown is set to "Single Parent". The "Out-of-Workforce Individual" dropdown is set to "Out-of-Workforce Individual". The "Exceptions" dropdown is set to "Exceptions". The "Diploma Earned" dropdown is set to "Diploma Earned". The "CTE Concentrator 1" dropdown is set to "CTE Concentrator 1". The "Concentrator Year 1" dropdown is set to "Concentrator Year 1". The "CIP Code 1" dropdown is set to "CIP Code 1". The "Completer 1" dropdown is set to "Completer 1". The "Completion Year 1" dropdown is set to "Completion Year 1". The "3-Unit Completer 1" dropdown is set to "3-Unit Completer 1". The "Remote School Number 1" text field is empty. The "CTE Concentrator 2" dropdown is set to "CTE Concentrator 2". The "Concentrator Year 2" dropdown is set to "Concentrator Year 2". The "CIP Code 2" dropdown is set to "CIP Code 2". The "Completer 2" dropdown is set to "Completer 2". The "Completion Year 2" dropdown is set to "Completion Year 2". The "3-Unit Completer 2" dropdown is set to "3-Unit Completer 2". The "Remote School Number 2" text field is empty. At the bottom, there is a table with columns: "#", "Certification Administered", "Certification Passed", "Certification Admin Year", "Certification Owner", "Certification", and "Certification Year". The table currently shows "No Record". A "New" button is located at the bottom right of the form.

Clarification of Terms/Fields to be Populated

Display Name	Table & Number	Field Name	Description	Acceptable Values
Single Parent	S_SC_STU_CATE_X	CATE_SingleParentInd	Choose Yes if this student meets the criteria for a single parent.	Y – Yes, N – No
Out-of-Workforce Individual	S_SC_STU_CATE_X	CATE_DisplHomeMakerInd	Choose Yes if the student meets the criteria for a displaced homemaker.	Y – Yes, N – No
Exceptions	S_SC_STU_CATE_X	CATE_ExceptionsCode	The reason the student did not earn a high school diploma.	I – IEP [non-diploma], W – Withdrawn
Diploma Earned	Students (1)	DiplomaEarnedCode	Read-only display of the diploma earned status.	
CTE Concentrator 1 - 2	S_SC_STU_CATE_X	CATE_ConcetrInd, CATE_ConcetrInd2	Choose Yes if the student has a CATE Concentrator.	Yes = 1, No = 0
Concentrator Year 1 - 2	S_SC_STU_CATE_X	CTE_ConcetrYr, CTE_ConcetrYr2	Select the year the student became a CTE Concentrator.	
CIP Code 1 - 2	S_SC_STU_CATE_X	CATE_CIPCode, CATE_CIPCode2	The CIP Code that identifies the CATE program in which the student is enrolled.	Review CATE Student Reporting Procedures Guide
Completer 1 - 2	S_SC_STU_CATE_X	CATE_CompleterInd, CATE_CompleterInd2	Choose Yes if the student completed the CIP course.	Yes = 1, No = 0
Completion Year 1 - 2	S_SC_STU_CATE_X	CATE_YrCompleted, CATE_YrCompleted2	The year the student completed the CIP program.	
3-Unit Completer 1 - 2	S_SC_STU_CATE_X	CATE_Units, CATE_Units2	Select the number of CATE Units.	Yes = 1, No = 0

Display Name	Table & Number	Field Name	Description	Acceptable Values
Remote School Number 1 - 2	S_SC_STU_CATE_X	CATE_RemoteSchCode, CATE_RemoteSchCode2	Enter the number identifying the remote school the student attends.	
Certification Administered	S_SC_STU_CATE_C	Cert_Admin	Certification that has been administered to the student.	Review CATE Student Reporting Procedures Guide
Certification Passed	S_SC_STU_CATE_C	Cert_Passed	Student has passed the Administered Certification listed.	Yes = 1, No = 0
Certification Admin Year	S_SC_STU_CATE_C	Cert_AdminYear	The year the certification was administered to the student.	
Certification Owner	S_SC_STU_CATE_C	Certification_Owner	Enter the district and school code where the certification was given.	
Certification Year	S_SC_STU_CATE_C	Cert_Year	Read only. The year the accompanying Certification was awarded.	
Certification	S_SC_STU_CATE_C	CATE_Cert	Read only. A certification the student earned.	
CTSO Membership 1 - 2	S_SC_STU_CATE_X	CTSO_Membership1, CTSO_Membership2	Membership to a Career Technical Student Organization.	Review CATE Student Reporting Procedures Guide
CTE Placement Code	S_SC_STU_CATE_X	PlaceLevelCode	The student's placement after completing the CIP course.	Review CATE Student Reporting Procedures Guide
Placement Employer	S_SC_STU_CATE_X	PlaceEmployer	The name of the student's employer if employed.	
Placement Phone	S_SC_STU_CATE_X	PlacePhone	The student's work phone number if the student is employed.	

Display Name	Table & Number	Field Name	Description	Acceptable Values
Placement Job Title	S_SC_STU_CATE_X	PlaceJobTitle	The student's job title if the student is employed.	
Placement Supervisor Name	S_SC_STU_CATE_X	PlaceSupervisor Name	The name of the student's supervisor if employed.	
Placement Start Date	S_SC_STU_CATE_X	PlaceStartDate	The date the student started work for this employer, if employed.	
Placement Higher Ed Name	S_SC_STU_CATE_X	PlaceHigherEdName	The name of the higher education facility if the student is enrolled in one.	
Placement Higher Ed Program	S_SC_STU_CATE_X	PlaceHigherEdProgram	The name of the higher education program if the student is enrolled in one.	
Placement Military Branch	S_SC_STU_CATE_X	PlaceMilitaryBranch	The military branch the student joined if they joined the military.	
Placement Military Training	S_SC_STU_CATE_X	PlaceMilitaryTraining	The place where the student is receiving military training if the student joined the military.	

Early Childhood

Start Page > Student Selection > South Carolina State Information > SC Early Childhood
Office of Early Learning and Literacy

Introduction

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.

Associated Procedure(s)

All three- and four-year-old students in pre-kindergarten (PreK) classes must be enrolled with an Entry Code of *E (Eligible for State Funding)* and Include in State reporting value of *Yes*. All PreK3 and PreK4 students must have the appropriate EIA code, EC3 or EC4.

All Pre-K and K students are to be enrolled in appropriate activities/courses (classes); that is, PreK3 or PreK4 students should be enrolled in one of the following:

- 1750 – Half Day
- 1751 – Full Day

Ensure the following fields are populated for PreK3 and PreK4 students; on the SC Student Information page: English Proficiency Level, Language First Acquired, Language Spoken Most Often, Primary Home Language, Oral and Written Communication Languages, Transportation Mode AM and PM.

Early Childhood Initialization Process - *Start Page > Reports > Reports (State Reports)*

The Early Childhood Initialization report processes the students who are enrolled at any time in the current school year. The enrollment status field will be used to determine which students are included, using the enroll_status flag as follows:

- enroll_status: -1, (pre-registered)
- enroll_status: 0, (active)
- enroll_status: 2, (transferred out)

For these students, the process clears the following fields:

- Early Childhood Placement
- Head Start
- Class Curriculum
- Days per Week Served
- Family Literacy Services
- Family Literacy Years (child participation)
- Income Range
- Tuition paid by Parent/Guardian

Note: Reminder for End of Year reporting, if needed for historical purposes, archive data and reports since the information on this page will be cleared out via initialization and annual updates.

SC Early Childhood Data Entry

Abrahmson, Kamsiyochi 0 17939 TES3

Contacts Chronic Absenteeism Truancy CTE Early Childhood SC Student Information ESOL Read To Succeed Precode
Students Not Tested Transport Work-Based Learning

Complete the following data for Pre-Kindergarten and Kindergarten

Low Birth Weight Y - Yes
Medical Care Source F - Family Physician
Special Needs Info
Ed Level Mom/Female Guardian H - High School Degree
Years Ed Mom/Female Guardian 13 year
Countdown to Kindergarten N - No
Reason Not Served in 4K

Complete the following data annually for Pre-Kindergarten Only

Early Childhood Placement
Class Type
Head Start
Class Curriculum Days per Week Served
Family Literacy Services N = None Family Literacy Years (child participation)
Income Range 6 - 50,001-60,000 Tuition paid by Parent/Guardian

Complete the following data for Kindergarten only

Prior Child Care P - Public Prior Provider S - Head Start Prior Class PDS - Partial Day

For CERDEP Students Only/DIAL 4 Scores

Date Tested: MM/DD/YYYY

Score	Number	Percent
DIAL MOTR_SubScale		
DIAL CONC_SubScale		
DIAL LANG_SubScale		
DIAL Self_SubScale		
DIAL SEmot_SubScale		

Submit

Clarification of Terms/Fields to be Populated

Display Name	Table & Number	Field Name	Description	Acceptable Value(s)
Low Birth Weight	S_SC_STU _EC_X	EC_LowBirthWeightInd	Select if the students birth weight is below 5.5 pounds.	Blank = Null, Yes = 1, No= 0
Medical Care Source	S_SC_STU _EC_X	EC_MedCareSrcCode	Indicate the medical care source for all four-year-old (PreK4) and five-year-old (kindergarten) children served in a Public Pre-Kindergarten program.	Blank – Null, C – Free Health Clinic, E – Emergency Room, F – Family Physician, O – Other
Special Needs Info	S_SC_STU _EC_X	EC_SpecNeedsCode	This grayed-out field is no longer collected; previously it housed data values for PreK4 and K5 students only who were not previously served or who had a status change since PreK4 service.	Blank, E - Emotional Disability, L - Learning Disability, O - Other, P - Physical Disability, S - Speech Disability
Ed Level Mom/Female Guardian	S_SC_STU _EC_X	EdLevel_MomFG	The highest education level attained by the parent (Mother) or guardian; value could change for the next year.	Blank – Null, A – Associate Degree, B – Bachelor’s Degree, G – GED, H – High School Degree, M – Master’s Degree, N – No HS Diploma, P – PhD
Years Ed Mom/Female Guardian	S_SC_STU _EC_X	YearsED_MomFG	Select the number of years of formal education of the mother or female guardian; value could change for the next year.	1 - 30 year(s)
Countdown to Kindergarten	S_SC_STU _EC_X	EC_CountDownToKindergartenInd	Only for K5, select yes, if the student participated in a Countdown to Kindergarten program.	Blank = Null, Yes = 1, No= 0
Reason Not Served in PreK4	S_SC_STU _EC_X	EC_QualAtRiskCode	This grayed-out field is no longer collected.	Blank – Null, C – Classroom Space, D – DIAL Score, L – Lack of full-day service, P – Personnel, T – Transportation, O – Other

Display Name	Table & Number	Field Name	Description	Acceptable Value(s)
Early Childhood Placement	S_SC_STU _EC_X	EC_EarlyChildPlaceCode	Populate annually for Pre-Kindergarten only.	Blank – Null, 3 – Classroom for 3-year-olds, 4 – Classroom for 4-year-olds, 5 – Classroom for 5-year-olds, M – Multiage Classroom
Class Type (for Pre-Kindergarten only)	S_SC_STU _EC_X	EC_ClassroomType	This grayed-out field is no longer collected.	Blank – Null, PDS – Partial Day, FDS – Full Day, EDS – Extended Day
Head Start	S_SC_STU _EC_X	EC_HeadStartInd	Select Yes if the Pre-K3 or -K4 year old student is currently being served in a Head Start program.	Blank = Null, Yes = 1, No= 0
Class Curriculum	S_SC_STU _EC_X	EC_ClassCurCode	Select from the Class Curriculum list the appropriate curriculum for the current year. If Pre-K 3 is current year, then when student moves to Pre-K 4 the record will need an update.	Blank – Null, Big Day, Creative Curriculum, High Scope, Investigator, Montessori, World of Wonder, Other
Days per Week Served	S_SC_STU _EC_X	DaysServed_PerWeek	Select the number of days per week the student is served. May change as the student promotes from Pre-K 3 to Pre-K 4.	1 – 3 days, 4 or more days
Family Literacy Services	S_SC_STU _EC_X	EC_FamilyLiteracySrvcs	For Pre-K 3 or Pre-K 4 student, select the family member (if any) who participated in the district Family Literacy Program.	Blank – Null, B – Both Parents, F – Father, G – Guardian (or Grandparent), M – Mother, N – None
Family Literacy Years (Child Participation)	S_SC_STU _EC_X	EC_YrsFamilyLitSrvcs	Populate this field for Pre-K 4 students only to indicate the number of years the student/family received district family literacy services.	Blank – Null 1 – 1 Year 2 – 2 Years 3 – 3 Years 4 – 4 or more Years

Display Name	Table & Number	Field Name	Description	Acceptable Value(s)
Income Range	S_SC_STU _EC_X	EC_FamilyIn cRangeCode	For Pre-K4 student, select the income range of the family.	Blank – Null, 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 – 60,001 or above, 8 – Parent Refused to Provide
Tuition paid by Parent/Guardian	S_SC_STU _EC_X	EC_TuitionPa yer	Check this field for any student whose parent or guardian pays the tuition for PreK3 or PreK4.	Yes, No
Prior Child Care	S_SC_STU _EC_X	EC_CarePrior ToSchCode	Select the value that best describes the last school or childcare setting the kindergarten student attended prior to entering the current school-based program.	Blank – Null, U – Unknown, P – Public, R – Private, I – Informal/Home
Prior Provider	S_SC_STU _EC_X	EC_PriorProvider	Select the prior provider type of childcare for the Kindergarten student. This dropdown is not available for <i>R - Private</i> .	Blank – Null, U – Unknown, S – Head Start, K – PK Public School, REL – Relative, NREL – Non-Relative
Prior Class	S_SC_STU _EC_X	EC_PriorClassTyp e	Select the prior class type for the prior provider for the kindergarten student. This dropdown is not available for <i>I – Informal/Home</i> .	Blank – Null, U – Unknown, FDS - Full Day, PDS - Partial Day
Date Tested	S_SC_STU _X	DIAL_Test_ Date	Enter the date the DIAL Assessment was administered.	
DIAL MOTR_Sub Scale Number	S_SC_STU _X	DIAL_MOTR_ _SubScaleNu m	Number score for DIAL_MOTR_SubScale.	
DIAL MOTR_Sub Scale Percent	S_SC_STU _X	DIAL_MOTR_ _SubScalePer	Percent score for DIAL_MOTR_SubScale.	
DIAL CONC_Sub Scale Number	S_SC_STU _X	DIAL_CONC_ _SubScaleNu m	Number score for DIAL_CONC_SubScale.	
DIAL CONC_Sub Scale Percent	S_SC_STU _X	DIAL_CONC_ _SubScalePer	Percent score for DIAL_CONC_SubScale.	

Display Name	Table & Number	Field Name	Description	Acceptable Value(s)
DIAL LANG_Sub Scale Number	S_SC_STU _X	DIAL_LANG _SubScaleNu m	Number score for DIAL_LANG_SubScale.	
DIAL LANG_Sub Scale Percent	S_SC_STU _X	DIAL_LANG _SubScalePer	Percent score for DIAL_LANG_SubScale.	
DIAL SELF_SubS cale Number	S_SC_STU _X	DIAL_SELF_ SubScaleNum	Number score for DIAL_SELF_SubScale.	
DIAL SELF_SubS cale Percent	S_SC_STU _X	DIAL_SELF_ SubScalePer	Percent score for DIAL_SELF_SubScale.	
DIAL SEmot_Sub Scale Number	S_SC_STU _X	DIAL_SEmot _SubScaleNu m	Number score for DIAL_SEMOT_SubScale.	
DIAL SEmot_Sub Scale Percent	S_SC_STU _X	DIAL_SEmot _SubScalePer	Percent score for DIAL_SEMOT_SubScale.	

EFA/EIA

Start Page > Student Selection > South Carolina State Information > EFA Code Entry
Office of Finance

Introduction

The Office of Finance uses only the primary EFA (Education Finance Act) classification code for EFA funding.

Associated Procedure(s)

A pupil whose program of instruction meets the criteria for more than one EFA category shall be counted in the highest weighted category for the Primary EFA field.

EFA and EIA Initialization

Start Page > Reports > Run Reports > SC EFA/EIA Initialization Report

At the beginning of each new school year, the SIS coordinator should run the EFA/EIA Initialization Process which will reset to default the EFA primary code and effective start date for each K-12 student (pre-enrolled or currently enrolled) having a value of “Yes” for the *Include in State Reporting* field. Only after the initialization process is completed should any staff member begin verifying, editing, or entering new EFA/EIA values for students. All values entered prior to initialization will be reset. For students enrolled after the EFA/EIA initialization is run, an initial EFA code and effective start date must be entered manually.

Associated Documentation/Resources

[EFA/EIA Step-by-Step Guide for Running 45-day and 135-day Funding Reports](#)

Pupil Accounting Manual

Funding Manual

South Carolina Student Accountability System

EFA Code Entry and EFA History

Start Page > Student Selection > South Carolina State Information > EFA Code Entry

Start Page > Student Selection > South Carolina State Information > EFA History

Introduction

Primary student EFA funding is based on values entered on the EFA/EIA pages.

Associated Procedure

The various values for EFA fields can be grouped into 3 different categories:

- Base Programs - Kindergarten, Primary, Elementary, and High School students
- Exceptional programs - Students receiving Special Education and Home-based services
- Vocational programs - Career and Technology (CTE) students

Code	Classification	Grade Span	Age Requirement
K	Kindergarten	Kindergarten	5 on or before September 1st
P	Primary	1-3	6 on or before September 1st
EL	Elementary	4-8	
HS	High School	9-12	

Note: Students coded with one of the Exceptional Program values in the EFA Primary field must have an Individualized Education Plan (IEP) and be at least 5 years old before September 2nd of the current school year (with an exception for 4 year olds receiving visual- and/or hearing-related services). PreK3 students are not eligible for Exceptional Program funding.

Associated Documentation

[EFA/EIA Step-by-Step Guide for Running 45-day and 135-day Funding Reports](#)

Pupil Accounting Manual

Funding Manual

South Carolina Student Accountability System

EFA Code Entry

Abson, Kinsee LeDreah 9 770010020383 THS1

EFA Code Entry

EIA Code Entry

High Achieving

Add On Weightings

Standardized Test Performance Level

EFA History

EIA History

High Achieving History

Add On Weightings History

Standardized Test Perf Level History

EFA Primary:

HS - High School

EFA Secondary Codes

EFA History

Abson, Kinsee LeDreah 9 770010020383 THS1

EFA Code Entry

EIA Code Entry

High Achieving

Add On Weightings

Standardized Test Performance Level

EFA History

EIA History

High Achieving History

Add On Weightings History

Standardized Test Perf Level History

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
<div>Edit</div>	08/19/2019	HS									

Clarification of Terms/Fields to be Populated

Field Label	Table & Number	Field Name	Description	Acceptable Value(s)
EFA Primary	S_SC_ST U_EFA_H istory_C	efa_primary	Select the highest weighted category of funding most accurately representing the student.	Reference Acceptable EFA Codes & Weightings table.
EFA (2-10)	S_SC_ST U_EFA_H istory_C	efa_1, efa_2, etc.	The SCDE uses only the primary EFA classification code for EFA funding. Complete EFA 2-10 if needed for alternative purposes.	Reference Acceptable EFA Codes & Weightings table.
Start Date (EFA Start Date)	S_SC_ST U_EFA_H istory_C	start_dt	Enter the date the student begins receiving services related to the EFA code through the district/school.	
Stop Date (EFA Stop Date)	S_SC_ST U_EFA_H istory_C	stop_dt	Enter the stop date when a change is needed. This field is automatically populated when a student's EFA Classification changes. Do not enter future stop dates.	

Acceptable EFA Codes & Weightings

EFA Code	Description	Weight
K	Kindergarten	1.00
P	Primary (Grades 1 – 3)	1.00
EL	Elementary (Grades 4 – 8)	1.00
HS	High School (Grades 9 – 12)	1.00
AU	Autism	2.57
EM	Mental Disability - Mild	1.74
EH	Emotional Disability	2.04
HH	Deaf/Hard Hearing	2.57
HO	Homebound	1.00
LD	Specific Learning Disability ¹	1.74
OH	Orthopedic Impairment ²	2.04
SP	Speech/Language Impairment	1.90
TM	Mental Disability –Moderate ³	2.04
VH	Visual Impairment	2.57
VOC	Vocational (Grades 9 - 12)	1.29
*OHI	Other Health Impairment	1.74
*DD	Developmental Delay	1.74
*PMD	Mental Disability - Severe	2.04
*TBI	Traumatic Brain Injury	2.04

¹ Includes DD and OHI

² Includes TBI

³ Includes PMD

EIA Code Entry and EIA History

Start Page > Student Selection > South Carolina State Information > EIA Code Entry

Start Page > Student Selection > South Carolina State Information > EIA History

Introduction

Funding and reporting data for PreK3 and PreK4 students are recorded on the EIA Code Entry and EIA History tabs.

Associated Procedure

PreK3 students are coded “EC3 - 3 Year Olds”. PreK4 students are coded “EC4 - 4 Year Olds”. This applies to both full- and half-day programs.

Associated Documentation

[EFA/EIA Step-by-Step Guide for Running 45-day and 135-day Funding Reports](#)

Pupil Accounting Manual

Funding Manual

South Carolina Student Accountability System

EIA Code Entry
Closs, Tranay Heath -1 8801492 TES1
EFA Code Entry EIA Code Entry High Achieving Add On Weightings Standardized Test Performance Level EFA History EIA History High Achieving History Add On Weightings History Standardized Test Perf Level History
EIA Codes
EIA 1: EC4 - 4 Year Olds
EIA History
Start Date Stop Date EIA 1
08/14/2019 EC4

EIA History
Closs, Tranay Heath -1 8801492 TES1
EFA Code Entry EIA Code Entry High Achieving Add On Weightings Standardized Test Performance Level EFA History EIA History High Achieving History Add On Weightings History Standardized Test Perf Level History
Add
Start Date Stop Date EIA 1
Edit 08/14/2019 EC4

Clarification of Terms/Fields to be Populated

Field Label	Table & Number	Field Name	Description	Accepted Value(s)
EIA 1	S_SC_STU_ EIA_History _C	eia_1	Select the most appropriate code for the student.	EC3 - 3 Year Olds, EC4 - 4 Year Olds
Start Date (EIA Start Date)	S_SC_STU_ EIA_History _C	START_DT	Enter the date the student began receiving PreK services.	
Stop Date (EIA Stop Date)	S_SC_STU_ EIA_History _C	STOP_DT	Enter the date the student discontinued receiving PreK services, if applicable.	

High Achieving Code Entry and High Achieving History

Start Page > Student Selection > South Carolina State Information > High Achieving

Start Page > Student Selection > South Carolina State Information > High Achieving History

Introduction

High achieving Add-On Weighting is awarded to students with a current-year entry on the high achieving tab. The High Achieving History tab displays students' historical high achieving data.

Associated Procedure

Students coded as Gifted and Talented must be classified as academically or artistically gifted and talented, served in a gifted and talented class, and in grade levels three through twelve. Students coded as Advanced Placement (AP) and/or International Baccalaureate (IB) must be in grade levels nine through twelve and enrolled in an AP and/or IB course.

Associated Documentation

[EFA/EIA Step-by-Step Guide for Running 45-day and 135-day Funding Reports](#)

Pupil Accounting Manual

Funding Manual

South Carolina Student Accountability System

High Achieving Code Entry

Abson, Kinsee LeDreah 9 770010020383 THS1

EFA Code Entry	EIA Code Entry	High Achieving	Add On Weightings	Standardized Test Performance Level	EFA History	EIA History
High Achieving History	Add On Weightings History	Standardized Test Perf Level History				

Start Date	Stop Date	High Achieving 1	High Achieving 2	High Achieving 3	High Achieving 4	GT Art Discipline	GT Academic Area
08/19/2019		GTA		GTR		M	B

Add

High Achieving History

Abson, Kinsee LeDreah 9 770010020383 THS1

EFA Code Entry	EIA Code Entry	High Achieving	Add On Weightings	Standardized Test Performance Level	EFA History	EIA History
High Achieving History	Add On Weightings History	Standardized Test Perf Level History				

	Start Date	Stop Date	High Achieving 1	High Achieving 2	High Achieving 3	High Achieving 4	GT Art Discipline	GT Academic Area
Edit	08/19/2019		GTA		GTR		M	B

Add

Clarification of Terms/Fields to be Populated

Display Name	Table & Number	Field Name	Description	Accepted Values
Start Date	S_SC_ST U_HGHA CH_C	START_DT	The date the student enrolled during the current school year.	
Stop Date	S_SC_ST U_HGHA CH_C	Stop_Dt	Enter the date the student discontinued receiving services, if applicable.	
High Achieving 1 - 4	S_SC_ST U_HGHA CH_C	HIGHACH_1, HIGHACH_2, HIGHACH_3, HIGHACH_4	Select the value that most accurately represents a student who is being served in a High Achieving Program or course. Funding is determined by any value in the High Achieving 1 field. Use the other High Achieving fields if needed for alternative purposes.	AP – Advanced Placement, IB – International Baccalaureate GTA – Gifted and Talented Academic, GTR – Gifted and Talented Artistic Discipline
GT Artistic Discipline	S_SC_ST U_HGHA CH_C	GT_ARTISTIC _DISCIPLINE	Select the artistic area in which the student is being served, if applicable.	V – Visual Arts D – Dance R – Drama M – Music O – Other Area
GT Academic Area	S_SC_ST U_HGHA CH_C	GT_ACADEMI C_AREA	Select the academic area in which the student is being served, if applicable.	E – ELA M – Math B – Both ELA and Math I – Interdisciplinary O – Other Area

Add On Weightings and Add On Weightings History

Start Page > Student Selection > South Carolina State Information > Add On Weightings

Start Page > Student Selection > South Carolina State Information > Add On Weightings History

Add On Weightings

Abson, Kinsee LeDreah 9 770010020383 THS1

EFA Code Entry	EIA Code Entry	High Achieving	Add On Weightings	Standardized Test Performance Level	EFA History	EIA History
High Achieving History	Add On Weightings History	Standardized Test Perf Level History				

Current Status

Last Updated	10/21/2015
Academic Assistance	No (Not Met on Elementary/Middle School Assessments or High School Assessments)
High Achieving	Yes (GTA, GTR, AP, IB)
LEP	No (ESL value of 1-5, 6.0, A1, A2, A3, CM, W)
Dual Credit	(Approved Dual Enrollment course where 'E' is the 7th character of the Course Number)
Poverty	(Directly Certified, Direct Certification Extended, SNAP/TANF, Homeless, Migrant, Runaway, Foster)

Historical Status

Date Updated	Academic Assistance	High Achieving	LEP	Dual Credit	Poverty
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Add On Weightings History

Abson, Kinsee LeDreah 9 770010020383 THS1

EFA Code Entry	EIA Code Entry	High Achieving	Add On Weightings	Standardized Test Performance Level	EFA History	EIA History
High Achieving History	Add On Weightings History	Standardized Test Perf Level History				

	Date Updated	Academic Assistance	High Achieving	LEP	Dual Credit	Poverty
Delete	10/21/2015	No	Yes	No		

Introduction

Schools receive additional, or Add-On, funding when serving students with certain characteristics. Students' current and historical Add-On Weighting status are displayed on the Add-On Weightings tab in a read-only format. The Add-On Weightings History tab allows for deleting historical add on weightings records.

Associated Procedure(s)

SC23 Add-On Weightings Initialization

Start Page > Reports > Reports (State Reports) > SC23 Add-On Weightings Initialization

The SC Add-On Weightings Initialization process should be run once at the beginning of the school year. The process creates a new Add-On Weightings record for students active on that day and sets the value for each of the fields for that record to "No". Ensure that PowerSchool is set to the current school year prior to initializing. Once the process starts it cannot be stopped and could be a long process.

SC24 Add-On Weightings Update

Start Page > Reports > Reports (State Reports) > SC24 Add-On Weightings Update

The SC Add-On Weightings Update Process should be run periodically to update fields on the Add-on Weightings page, especially after updates or changes are made to the underlying data for those fields. The process creates a new record for students enrolled at least one day for the current school year with change(s) detected in any of the fields that affect Add-On Weightings.

Associated Documentation/Resources

[*EFA/EIA Step-by-Step Guide for Running 45-day and 135-day Funding Reports*](#) provides more detailed information than that listed below.

Add-On Weightings	Weight
Academic Assistance	.15
Dual Credit	.15
High Achieving (to include GT Academic, GT Artistic, IB and AP)	.15
Limited English Proficiency	.20
Pupils in Poverty	.20

Academic Assistance

Academic Assistance Add-On Weighting is based on student performance on previous year state standardized tests. Schools receive additional funding for students whose scores indicate not meeting the grade level learning objectives on the assessments.

High Achieving

Students coded as Gifted and Talented must be classified as academically or artistically gifted and talented, served in a gifted and talented class, and in grade levels three through twelve. Students coded as Advanced Placement (AP) and/or International Baccalaureate (IB) must be in grade levels nine through twelve and enrolled in an AP and/or IB course. Schools receive additional funding for students meeting these qualifications.

Limited English Proficient Students (LEP)

The English Prof field on the SC Student Information page (S_SC_STU_X table) determines their status for LEP funding. Schools receive Add-On Weighting funding for students with values of 1.0 - 5.9, 6.0, or W. All proficiency codes for LEP students must be entered into the SIS within the first forty-five days of each school year.

Dual Credit

Students currently enrolled in Dual Credit courses ('E' in the seventh position of the course code) for at least thirty days are eligible to receive the Add-on Weighting funding. Specific scenarios to consider are listed below:

- If the student drops a Dual Credit course after attending for at least one month (30 days) from the section start date, the student will still be eligible for the Dual Credit Add-on Weighting and the student's Dual Credit indicator should remain set to 'Y' for the remainder of the school year.
- If the student drops a Dual Credit course after attending the course for less than one month from the start date of the section, the student is not eligible for the Dual Credit Add-on Weighting and the student's Dual Credit indicator should remain set to 'N' for

the remainder of the school year unless the student enrolls in a Dual Credit course for the second semester and remains enrolled for the minimum amount of time.

- If the student takes a Dual Credit course that completes at the end of the first semester and is not enrolled in a Dual Credit course for the second semester, then the student's Dual Credit indicator should remain set to 'Y' for the remainder of the school year.
- If the student takes a Dual Credit course second semester only and remains in that course for at least one month from the start date of that section, then the student's Dual Credit indicator should be set to 'Y'.

Poverty (Pupils in Poverty, PIP)

Schools receive Add-On Weighting funding for students classified as in poverty. The identification methodology incorporates a number socioeconomic related data elements from several sources, including National School Lunch Program, Social Economic Indicator (SEI), Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), Medicaid, and Direct Certification. SIS data in the following areas are incorporated as well: Migrant, Homeless (Primary Nighttime Residence), Foster_Home.

Clarification of Terms/Fields to be Populated

Display Name	Table & Number	Field Name	Description	Accepted Value(s)
Date Updated	S_SC_STU_A DDONWTGS_ C	ADDON_START_D T	The effective date for the values on this record.	
Academic Assistance	S_SC_STU_A DDONWTGS_ C	ACAS_ELIGIBILI TY_IND	Displays Yes if the student qualifies for Academic Assistance Add-On Weighting.	
High Achieving	S_SC_STU_A DDONWTGS_ C	HIAC_ELIGIBILI TY_IND	Displays Yes if a student qualifies for High Achieving Add-On Weighting.	
LEP	S_SC_STU_A DDONWTGS_ C	LEP_ELIGIBILITY _IND	Displays Yes qualifies for LEP Add-On Weighting.	
Dual Credit	S_SC_STU_A DDONWTGS_ C	DualCredit_ELIGIBI LITY_IND	Displays Yes if the student qualifies for Dual Enrollment Add-On Weighting.	
Poverty	S_SC_STU_A DDONWTGS_ C	PIP_ELIGIBILITY_ IND	Displays Yes if the student qualifies for PIP fAdd-On Weighting.	

Standardized Test Performance Level and History Pages

Start Page > Student Selection > South Carolina State Information > Standardized Test Performance Level

Start Page > Student Selection > South Carolina State Information > State Standardized Test Performance Level History

Introduction

The Standardized Test Performance Level tab and its History tab display data necessary for Academic Assistance Add-On Weighting. Students with a value of “1 - Not Met” in at least one of the four Performance Level fields qualify for this funding stream. These fields are read only and populated by import files distributed by SCDE. This page will display multiple records per student as files are imported from year to year.

Associated Documents/Resources

[EFA/EIA Step-by-Step Guide for Running 45-day and 135-day Funding Reports](#)

State Standardized Test Performance Level

Abdy, Arthus Damazia 12 770010013200 THS1

EFA Code EntryEIA Code EntryHigh AchievingAdd On WeightingsStandardized Test Performance LevelEFA HistoryEIA HistoryHigh Achieving HistoryAdd On Weightings HistoryStandardized Test Perf Level History

Test Date	Grade	Elem/Middle School Performance Level ELA	Elem/Middle School Performance Level Math	High School Performance Level ELA	High School Performance Level Math
05/08/2014	7	3 - Exemplary	3 - Exemplary		
04/28/2015	8	2 - Met	2 - Met		

State Standardized Test Performance Level History

Abdy, Arthus Damazia 12 770010013200 THS1

EFA Code EntryEIA Code EntryHigh AchievingAdd On WeightingsStandardized Test Performance LevelEFA HistoryEIA HistoryHigh Achieving HistoryAdd On Weightings HistoryStandardized Test Perf Level History

	Test Date	Grade	Elem/Middle School Performance Level ELA	Elem/Middle School Performance Level Math	High School Performance Level ELA	High School Performance Level Math
Edit	05/08/2014	7	3 - Exemplary	3 - Exemplary		
Edit	04/28/2015	8	2 - Met	2 - Met		

Add

Clarification of Terms/Fields to be Populated

Display Name	Table & Number	Field Name	Description	Accepted Value(s)
Test Date	S_SC_STU_S TTESTPERF_ C	Test_Date	A date associated with each record for funding purposes.	
Grade	S_SC_STU_S TTESTPERF_ C	Grade_Level	The student's grade level associated with the record.	
Elem/Middle School Performance Level ELA	S_SC_STU_S TTESTPERF_ C	SCPASS_Performance Level_ELA	The performance level for SCPASS ELA	1 - Not Met, 2 - Met, 3 - Exemplary
Elem/Middle School Performance Level Math	S_SC_STU_S TTESTPERF_ C	SCPASS_Performance Level_Math	The performance level for SCPASS Math	1 - Not Met, 2 - Met, 3 - Exemplary
High School Performance Level ELA	S_SC_STU_S TTESTPERF_ C	Performance_Level_H SASSESS_ELA	The performance level for the high school ELA assessment.	1 - Not Met, 2 - Met, 3 - Proficient, 4 - Proficient
High School Performance Level Math	S_SC_STU_S TTESTPERF_ C	Performance_Level_H SASSESS_Math	The performance level for the high school Math assessment.	1 - Not Met, 2 - Met, 3 - Proficient, 4 - Proficient

English to Speakers of Other Languages (ESOL)

Start Page > Student Selection > State/Province – SC > South Carolina State Information > ESOL

Office of Federal and State Accountability

Introduction

This page contains ESOL-related student information. The ESOL-related special programs that are assigned to a student will display in a table view at the top of the page. Users can assign a new program, delete or edit a special program assignment entry within this section. The remainder of the page is a combination of read-only and data entry student level fields.

Associated Procedure(s)

Accountability and Immigrant Funding Exceptions

Clicking this field does not signify anything other than the opening or revealing two additional fields, ‘Exception from Assessment Accountability – 1 Year’ and ‘Immigrant Funding – In U.S. School(s) 3 Full Academic Years or Less.’ These fields are available for a very small population of multilingual learners (MLs) and/or immigrant children and youth throughout South Carolina and do not apply to the majority.

Exception From Assessment Accountability – 1 Year

This field does not exempt any student from any assessment; all students must take applicable assessments. All students born outside of the U.S., DC, or Puerto Rico and are in their first year in the U.S. take applicable assessments but are not included in the accountability calculations for schools and districts. The following year, they are calculated in the accountability measures. This field may be selected when a student leaves the country for an extended time and returns to the U.S. This will exclude the student from accountability calculations for a year after they have returned from another country for an extended time. This field clears out when the district runs the year-end roll-over initialization process. The initialization process may exclude certain students (e.g., inactive or new students), and the district is responsible for checking these lists for accuracy and should not be used as a second or additional year for any student that has remained in the U.S. This field should not be repeated for multiple years for a student unless they have left the country for an extended time.

Immigrant Funding – In US School(s) 3 Full Academic Years or Less

This field applies to immigrant children and youth who leave the country before three full years and return to the U.S. All immigrant children and youth are coded by using the ‘Birth Country’ and ‘U.S. Entry Date’ fields. When the SCDE calculates the number of immigrant children and youth for Title III, Part A immigrant funding, students who have a ‘U.S. Entry Date’ of more than three years are not included in this calculation. However, sometimes immigrant children and youth leave the U.S. before the full three years and return later. This field may be selected for students who have left the U.S. and returned but have been in U.S. schools for less than years total. These years do not have to be consecutive. This field will be cleared out annually, and districts will need to have this field updated by the 45 day count each school year as applicable to be included in the immigrant calculations for funding.

English Learner (EL) Program Delivery Models

If the English Proficiency code of 1.0 – 6.0, A1 – A3, M1 – M4 is selected on the SC Student Information Page, then one ESOL Service Year and at least one ESOL Program Service Delivery Model check is required. When students transfer/withdraw, exit the student from the special program using the withdrawal/transfer date as the Exit Date.

Associated Documentation/Resources

ESOL

Aardema, Alden Nadine 0 119477 A P26

ContactsChronic AbsenteeismTruancyCTEEarly ChildhoodSC Student InformationESOLRead To SucceedPrecodeStudents Not TestedTransportWork-Based Learning

English Proficiency

English Proficiency Levels (PL)5 - Bridging▼PL Progression.4▼Waiver☐

Home Language Survey(HLS) ELP Initial Assessment

Language First Acquired(blank) - English▼ELP Initial Assessment DateMM/DD/YYYY

Language Spoken Most Often(blank) - English▼ELP Assessment▼

Primary Home Language(blank) - English▼ELP Score

Oral Communication Language(blank) - English▼

Written Communication Language(blank) - English▼

30 Day Parent NotificationMM/DD/YYYY

Enrollment Information

Current Enrollment Entry Date08/24/2020*

Birth CountrySelect One▼

U.S. School Entry DateMM/DD/YYYY

Clarification of Terms/Fields to be Populated

Display Name	Table & Number	Field Name	Description	Accepted Value(s)
English Proficiency Levels (PL)	S_SC_ST U_X	Engl_Prof	Read-only field prepopulated by the ‘SC Student Information’ page. Verify the student’s English Proficiency Level.	Review the English Language Proficiency (ELP) Levels tables.
PL Progression		engProfDecimal	This field is only shown when a value of 1, 2, 3, 4, or 5 is selected in the English Proficiency Levels field. The ‘PL Progression’ value is concatenated with the selected ‘English Proficiency Levels’ value.	0.1, 0.2, 0.3, 0.4, 0.5, 0.6, 0.7, 0.8, 0.9
Status		Prof8_status	This field is only shown when “8 – English Speaker I” is selected in the English Proficiency field. The “status” value for students with English Prof of 8 is concatenated with that “8”.	8FRMEL - Former EL, 8NVREL - Never EL
Waiver	S_SC_ST U_X	Wavier_Ind	Student has taken an ELP assessment and is not receiving direct ESOL services based on parent refusal. Served by mainstream teachers only.	Check = 1, Unchecked = 0
Language First Acquired	S_SC_ST U_X	First_Lang_Spoken	Read-only field prepopulated by the ‘SC Student Information’ page.	
Language Spoken Most Often	S_SC_ST U_X	primarylanguage	Read-only field prepopulated by the ‘SC Student Information’ page.	
Primary Home Language	S_SC_ST U_X	HomeLang	Read-only field prepopulated by the ‘SC Student Information’ page.	
Oral Communication Language	S_SC_ST U_X	Oral_Communic_Lang	Read-only field prepopulated by the ‘SC Student Information’ page.	
Written Communication Language	S_SC_ST U_X	Written_Communic_Lang	Read-only field prepopulated by the ‘SC Student Information’ page.	
30 Day Parent Notification	S_SC_ST U_ESOL_X	Parent_30_Notification	The date the Written Parent Notification Letter of services was sent by the school.	
District Enrollment Date	S_SC_ST U_X	Init_TestDate	Read-only field prepopulated by the ‘SC Student Information’ page, “ELP Initial Assessment Date” field.	
ELP Assessment	S_SC_ST U_X	Init_TestType	Read-only field prepopulated by the ‘SC Student Information’ page.	Review the ELP Assessment Table

Display Name	Table & Number	Field Name	Description	Accepted Value(s)
ELP Score	S_SC_ST U_X	Init_TestScore	Read-only field prepopulated by the 'SC Student Information' page.	Review the ELP Assessment Table
Current Enrollment Entry Date	Students	EntryDate	Read-only and auto-populated with the Entry Date from the student's current enrollment	
Birth Country	S_SC_ST U_X	Student_BirthCntry	Read-only field prepopulated by the 'SC Student Information' page.	Birth Country
U.S. School Entry Date	S_SC_ST U_X	USSchEntryDate	Read-only field prepopulated by the 'SC Student Information' page.	
Accountability and Immigrant Funding Exceptions	S_SC_ST U_ESOL_X	Funding_Exception	Check this field if the student meets accountability and immigrant Funding Exceptions.	Check = 1, Unchecked = 0
Exception From Assessment Accountability – 1 Year	S_SC_ST U_ESOL_X	Exception_1Year	Check this field if the student has left the country for an extended length of time and returned to the same district.	Check = 1, Unchecked = 0
Immigrant Funding – In US School(s) 3 Full Academic Years or Less	S_SC_ST U_ESOL_X	Exception_3Year	Check this field if the student has left the country and returned and has been in U.S. schools for less than three years total. These years do not have to be consecutive.	Check = 1, Unchecked = 0
First Record of ESOL Services	S_SC_ST U_ESOL_X	ESOL_FirstService_Date	Enter the date of the first record of ESOL services from any district/state.	
01-Pull-Out	S_SC_ST U_ESOL_X	ELLI01	Select the delivery model associated with the students English Learner Special Program.	Check = 1, Unchecked = 0
02-ESOL Class Period	S_SC_ST U_ESOL_X	ELLI02	Select the delivery model associated with the students English Learner Special Program.	Check = 1, Unchecked = 0
03-Push-In	S_SC_ST U_ESOL_X	ELLI03	Select the delivery model associated with the students English Learner Special Program.	Check = 1, Unchecked = 0
04-Co-Teaching	S_SC_ST U_ESOL_X	ELLI04	Select the delivery model associated with the students English Learner Special Program.	Check = 1, Unchecked = 0
05-Consultative	S_SC_ST U_ESOL_X	ELLI05	Select the delivery model associated with the students English Learner Special Program.	Check = 1, Unchecked = 0

Display Name	Table & Number	Field Name	Description	Accepted Value(s)
06-ESOL Newcomer Program	S_SC_ST U_ESOL_ X	ELLI06	Select the delivery model associated with the students English Learner Special Program.	Check = 1, Unchecked = 0
07-Sheltered Content Based Instruction	S_SC_ST U_ESOL_ X	ELLI07	Select the delivery model associated with the students English Learner Special Program.	Check = 1, Unchecked = 0
08-Dual Language Immersion	S_SC_ST U_ESOL_ X	ELLI08	Select the delivery model associated with the students English Learner Special Program.	Check = 1, Unchecked = 0
09-Monitored (M1-M4)	S_SC_ST U_ESOL_ X	ELLI09	Select the delivery model associated with the students English Learner Special Program.	Check = 1, Unchecked = 0
10-Waived	S_SC_ST U_ESOL_ X	ELLI10	Select the delivery model associated with the students English Learner Special Program.	Check = 1, Unchecked = 0
11-PK Receiving Services	S_SC_ST U_ESOL_ X	ELLI11	Select the delivery model associated with the students English Learner Special Program.	Check = 1, Unchecked = 0

English Proficiency Levels

English Proficiency Level	Criteria	ELP Assessment Required
1 – Entering	Student scored 1.0-1.9 (Entering) on ACCESS for ELLs, WIDA Screener, or WIDA MODEL. or Combined Listening and Speaking score of ≤ 26 on K W-APT first semester of Kindergarten. or Combined Listening and Speaking score of ≤ 26 , OR a reading score of ≤ 13 , OR a writing score of ≤ 16 on K W-APT second semester Kindergarten through first semester 1st grade.	Yes
2 – Emerging	Student scored 2.0–2.9 (Emerging) on ACCESS for ELLs, WIDA Screener, or WIDA MODEL.	Yes
3 - Developing	Student scored 3.0-3.9 (Developing) on ACCESS for ELLs, WIDA Screener, or WIDA MODEL.	Yes
4 - Expanding	Student scored 4.0-4.9 (Expanding) on ACCESS for ELLs, WIDA Screener, or WIDA MODEL. Student may not have an overall score that is ≥ 4.4 and/or does not have ≥ 4.0 in all domains.	Yes
5 - Bridging	Student scored 5.0-5.9 (Bridging) on ACCESS for ELLs, WIDA Screener, or WIDA MODEL. While the overall score is ≥ 4.4 , the student does not have ≥ 4.0 in all domains.	Yes
6.0 - Reaching	Student scored 6.0 (Reaching) on ACCESS for ELLs, WIDA Screener, or WIDA MODEL. While the overall score is ≥ 4.4 , the student does not have ≥ 4.0 in all domains.	Yes

English Proficiency Levels – Alternate ACCESS for ELLs

English Proficiency Level	Criteria	ELP Assessment Required
A1 - Initiating	Student scored A1 (Initiating) on Alternate ACCESS for ELLs.	Yes
A2 - Exploring	Student scored A2 (Exploring) on Alternate ACCESS for ELLs	Yes
A3 - Engaging	Student scored A3 (Engaging) on Alternate ACCESS for ELLs.	Yes

English Proficiency Levels – Post-Exit Monitoring & Additional Required Coding

English Proficiency Level	Criteria	ELP Assessment Required
M1 - 1st Year Monitor	Overall composite score of ≥ 4.4 AND ≥ 4.0 in all domains on ACCESS for ELLs. This is the 1st year of monitoring. or Combined Listening and Speaking score of ≥ 27 on K W-APT first semester of Kindergarten OR ≥ 4.4 oral composite AND ≥ 4.0 Listening AND Speaking on WIDA MODEL for Kindergarten. This is the 1st year of monitoring. or P1 or higher on Alternate ACCESS for ELLs. This is the 1st year of monitoring.	No
M2 - 2nd Year Monitor	This is the 2nd year of monitoring.	No
M3 - 3rd Year Monitor	This is the 3rd year of monitoring.	No
M4 - 4th Year Monitor	This is the 4th year of monitoring.	No
8 – Former ML	Successfully completed four years of monitoring after meeting exit criteria as defined by each state.	No
8 – Never ML	Combined Listening and Speaking score of ≥ 27 on K W-APT first semester of Kindergarten. This coding is only applied after the student has successfully completed four years of monitoring. or Combined score of ≥ 27 on Listening and Speaking AND a reading score of ≥ 14 AND a writing score of ≥ 17 on K W-APT second semester Kindergarten through first semester 1st grade. or Scored ≥ 4.4 overall composite score AND ≥ 4.0 in all domains on WIDA Screener or WIDA MODEL.	No
9 - Native Speaker	Student is a native English speaker and has an initial Home Language Survey where only English was selected for the first three questions.	No
10 - 3K ML Status Pending	Enrolling 3K student with a language other than English listed on the Home Language Survey. Student does not participate in identification screening until the end of their 4K year or the beginning of Kindergarten but may or may not receive provisional Pre-K ESOL support depending on district program guidelines.	No

English Proficiency Level	Criteria	ELP Assessment Required
11 - 4K ML Status Pending	Enrolling 4K student with a language other than English listed on the Home Language Survey. Student does not participate in identification screening until the end of their 4K year or the beginning of Kindergarten but may or may not receive provisional Pre-K ESOL support depending on district program guidelines.	No
AW - Awaiting	Student has not participated in identification screening and/or the deadline for ELP screening from the initial enrollment date has passed. or English proficiency level 11 changes to AW at the end or beginning of each school year to indicate that identification screening must occur.	ELP Assessment status is determined after identification screening is completed.

Homeless Student Information

Start Page > Student Selection > Custom Screens > Homeless Student Information
Office of Federal and State Accountability

Introduction

All school districts (except PUSD and DJJ) are required to identify all students experiencing homelessness. The LEA must indicate a student's homeless status by selecting the appropriate code (see Clarification of Terms below) for the primary nighttime residence field.

Note: Emphasis is being placed on accurately accounting for any students who experienced homelessness at any point during the school year; ensure your data reflect all students whose primary nighttime residence meet the criteria defined, including students who enroll as an unaccompanied youth.

Associated Procedures

The Homeless Student Fields **MUST** be Populated for the SCDE Data Collection.

To ensure accurate coding, the LEA Homeless Liaison and PowerSchool Coordinator should have policies and procedures in place. These procedures are determined by the LEA Liaison.

1. If a student is an Unaccompanied youth, AND meets the McKinney-Vento definition of homeless, then you must populate both the Primary Nighttime Residence and the Unaccompanied youth fields. Verify that the Primary Nighttime Residence field selection indicates where the student stays at night and that the Unaccompanied youth selection is set to Yes.
2. If the student is NOT homeless, verify that the default setting is blank.

Homeless status is based upon the following McKinney-Vento definition:

A homeless student is a child or youth who lacks a fixed, regular, and adequate nighttime residence. This includes children and youth:

- sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
- living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
- living in emergency or transitional shelters; are abandoned in hospitals;
- who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- migratory students who qualify as homeless for the purposes of this subtitle because they are living in circumstances described above.

Unaccompanied homeless youth status is based upon the following definition:

- An unaccompanied *homeless* youth is a youth who is not in the physical custody of a parent or guardian and who meets the McKinney-Vento definition of homeless.
- There is no age range specified for an unaccompanied youth in the law. The upper age range is determined by what the state defines as school aged, for South Carolina, is twenty-one (21) years of age. There is no lower age range.

If a family requests not to be identified as homeless, the district is still required to identify the student as homeless for data collection purposes. The family has the right to refuse services provided for students who are designated as homeless and McKinney-Vento eligible. To honor the request of the family, LEAs should have a process in place to ensure that students and families that were identified as homeless, but refused services are not included in follow-up district communications or outreach concerning McKinney-Vento programs or support services.

PowerSchool access to the Homeless Student Information screen is restricted to designated employees. Contact your district's Homeless Liaison for questions regarding access to this screen, homelessness eligibility, and unaccompanied homeless youth identification. Your district's Homeless Liaison is responsible for identifying homeless students and unaccompanied homeless youth and can authorize access to the Homeless Student Information screen.

Associated Documentation/Resources

[Homeless Children and Youth Subgrant \(ARP-HCY\)](#)

Homeless Student Information

Marusic, Sable Jean 6 775483 TMS1

Primary Night Time Residence (At the time of the initial identification of homelessness)
 (blank)

Served by McKinney-Vento
 (blank) - No

Unaccompanied youth
 (blank) - No

Submit

Clarification of Terms/Fields to be Populated

Display Name	Table & Number	Field Name	Description	Acceptable Values
Primary Nighttime Residence	S_SC_STU_X	Night_Residence	Select the students current nighttime residence.	(blank) – Null, B-Substandard Housing, S-Shelters/Transitional Housing, D-Doubled-up U-Unsheltered, H-Hotels/Motels
Served by ARP-HCY	S_SC_STU_X	ARP_HCY	Indicate if the student is served by the ARP-HCY fund.	(Blank) – No, Y – Yes
Unaccompanied youth	S_SC_STU_X	Unaccomp_Youth	Is the student considered an unaccompanied youth?	(Blank) - No, Y - Yes

Privacy and Security

Start Page > Student Selection > South Carolina State Information > Privacy and Security
Office of Research and Data Analysis

Introduction

The SCDE was requested to support collection of the directory information to alleviate schools' responsibility for yearly compliance while meeting federal LEA requirements. The SCDE can generate and provide the required information only if schools ensure timely notice of opportunity to opt out and collect and report which students are to be exempted in a form in which the SCDE can access the data.

Associated Procedures

Directory information

Directory information is information contained in the [education records](#) of a [student](#) that would not generally be considered harmful or an invasion of privacy if disclosed. Typically, this includes information such as name, physical and email addresses, telephone listing, date and place of birth, participation in officially recognized activities and sports, and [dates of attendance](#).

A school may disclose "directory information" to third parties without consent if it has given public notice of the types of information which it has designated as "directory information," the parent's or [eligible student's](#) right to restrict the disclosure of such information, and the period of time within which a parent or eligible student has to notify the school in writing that he or she does not want any or all of those types of information designated as "directory information." [34 CFR § 99.3](#) and [34 CFR § 99.37](#).

For more information, reference the PTAC publication [Protecting Student Privacy While Using Online Educational Services](#).

Military information

Under Every Student Succeeds Act (ESSA), each local education agency (LEA) receiving assistance shall provide access to the name, address, and telephone listing of each secondary student served by the LEA, unless the parent of such student has submitted a written request that the listing not be released. LEAs must notify parents of this option.

For more information, reference the [ESSA Student Recruiting Information](#) webpage SEC. 8025 (a)(1) and SEC. 8025 (a)(2)(A).

Associated Documentation/Resources

[MEMO: PowerSchool eCollect Testing, ESSA Requirements, and Directory Information](#)

Privacy and Security

Adame Figueroa, Bryn  12 230010027301 C P21

Contacts	Chronic Absenteeism	Truancy	CTE	Early Childhood	SC Student Information	ESOL	Read To Succeed	Precode
Students Not Tested	Transport	Work-Based Learning	Privacy and Security					

Directory Information Opt-Out <input type="checkbox"/>	Military Recruiting Information Opt-Out <input type="checkbox"/>
--	--

Submit

Clarification of Terms/Fields to be Populated

Display Name	Table & Number	Field Name	Description	Acceptable Values
Directory Information Opt-Out	S_SC_STU_PRV_X	Directory_Opt Out	Indicate if the parent, guardian, or student (age 18 and up) has chosen not to have the LEA disclose Directory Information to third parties.	Unchecked = 0, Checked =1
Military Recruiting Information Opt-Out	S_SC_STU_PRV_X	Military_OptOut	Indicate if the parent, guardian, or student (age 18 and up) has chosen not to have the LEA disclose information to Military Recruiters.	Unchecked = 0, Checked =1

Precode

Start Page > Student Selection > South Carolina State Information > Precode
Office of Assessment

Introduction

Precode is student information in school databases that is shared with testing contractors for pre-populating online testing systems or pre-assigning answer documents and test booklets to students via scannable (barcoded) test documents or labels.

When a school successfully participates in the precode project, the vast majority of online sessions and paper documents do not need to be manually coded by teachers and students, which saves time and labor and prevents errors.

Associated Procedures

Precode Initialization

The district-level 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 removing values for the following students who have:

- an enrollment entry with the entry date and exit date as the same date in the currently selected school year
- the following checkboxes selected
 - Deaf-Blindness
 - Multiple Disabilities
 - Alternate Assessment
 - Braille

For the selected schools, and for the designated students, the initialization process deletes all other current year values on the precode page.

The initialization process will not “blank” field values stored for inactive students. Inactive students who are enrolled and become active after the initialization process must have the data manually updated.

Reminders:

If there are inconsistencies between regular assessment and alternate assessment orders, the alternate assessment materials order will prevail. (That is, if a student was coded to receive an elementary or middle school assessment and alternate assessment materials, only alternate assessment materials will be provided.)

The True Grade and Instructional Setting fields are set to blank during initialization. Therefore, these fields need to be populated annually **after** precode initialization occurs. The Instructional Setting field also needs to be updated whenever a student’s instructional setting changes. Errors in these fields will complicate federal and state reporting efforts.

Associated Documentation/Resources

[Precode Manual](#)

Precode Data Entry

Aceituno Toro, Juriel Leigh 8 19593 P38

Contacts Chronic Absenteeism Truancy CTE Early Childhood SC Student Information ESOL Read To Succeed **Precode** Students Not Tested Transport Work-Based Learning

Kindergarten - Previous Program (5K Only)

Deaf-Blindness ☐

Multiple Disabilities ☐

Alternate Assessment ☐ Alternate Assessment Test Administrator

Other Alternate Assessment Tested School ID First Name Last Name

Needs Braille ☐

ELP Paper ☐ Tier

Gifted and Talented Program Paper Assessment ☐

Clarification of Terms/Fields to be Populated

Display Name	Table & Number	Field Name	Description	Accepted Value(s)
Kindergarten - Previous Program (5K Only)	S_SC_STU_X	KndrgtrnPrevPgm	Indicate the program the student attended prior to kindergarten.	N, Hd, St, Prv, O
Deaf-Blindness	S_SC_STU_X	DeafBlindInd	Indicate if the student is deaf and/or blind.	Checked = 1, Unchecked= 0
Multiple Disabilities	S_SC_STU_X	MultiDisabInd	Indicate if the student has multiple disabilities.	Checked = 1, Unchecked= 0
Alternate Assessment	S_SC_STU_X	AltAssessCde	Indicate if the student meets the eligibility requirement for alternate assessment, even if they are not testing for the current year.	Checked = 1, Unchecked= 0
Other Alternate Assessment Tested School ID	S_SC_STU_X	Other_AltAssessTest_SchoolID	Identify the School where the Alternate Assessment was taken using the four-digit district code and the three-digit school code.	

Display Name	Table & Number	Field Name	Description	Accepted Value(s)
Alternate Assessment Test Administrator - First Name	S_SC_STU_X	AltAssessTA_FirstName	First name of the Test Administrator.	
Alternate Assessment Test Administrator - Last Name	S_SC_STU_X	AltAssessTA_Lastname	Last name of the Test Administrator.	
Needs Braille	S_SC_STU_X	NeedsBrailleInd	Indicate if the student's IEP/504 plan requirements include Braille for assessments.	Checked = 1, Unchecked= 0
ELP Paper	S_SC_STU_X	ELP_Paper	Indicate if the student's IEP/504 plan requirements include paper testing for ELP Assessment.	True = Checked, False = Unchecked
Tier	S_SC_STU_X	Tier	Indicate which tier the student requires.	Blank, A, B/C
Gifted and Talented Program Paper Assessment	S_SC_STU_X	GT_Paper	Indicate if the student requires a paper for the Gifted and Talented assessment.	Check = Yes, Unchecked = No
ELA Custom Materials	S_SC_STU_X	CustomELACde	Custom ELA materials required by this student.	NA, LP, DH, BN, BU
ELA Oral/Signed Admin	S_SC_STU_X	OralELA	Type of oral administration for ELA.	NA, OA1, OA2, OA12, AV
Math Custom Materials	S_SC_STU_X	CustomMathCde	Custom math materials required by this student.	NA, LP, DH, BN, BU
Math Oral/Signed Admin	S_SC_STU_X	OralMath	Type of oral administration for math.	NA, OA, AV

Display Name	Table & Number	Field Name	Description	Accepted Value(s)
Science Custom Materials	S_SC_STU_X	CustomSciCde	Custom science materials required by this student.	NA, LP, DH, BN, BU
Science Oral/Signed Admin	S_SC_STU_X	OralScience	Type of oral administration for science.	NA, OA, AV
Social Studies Custom Materials	S_SC_STU_X	CustomSocStu Cde	Custom social studies materials required by this student.	NA, LP, DH, BN, BU
Social Studies Oral/Signed Admin	S_SC_STU_X	OralSocStudies	Type of oral administration for social studies.	NA, OA, AV
ELA Sort ID	S_SC_STU_X	ELASortID	Enter the ELA sort ID for the student.	
Elem/Middle Paper - ELA	S_SC_STU_X	G38PaperEla	Indicate if the student is approved to test on paper ELA.	Checked = 1, Unchecked= 0
Math Sort ID	S_SC_STU_X	MathSortID	Enter the Math sort ID for the student.	
Elem/Middle Paper - Math	S_SC_STU_X	G38PaperMath	Indicate if the student is approved to test on paper Math.	Checked = 1, Unchecked= 0
Science Sort ID	S_SC_STU_X	ScienceSortID	Enter the Science sort ID for the student.	
Elem/Middle Paper - Science	S_SC_STU_X	G38PaperScience	Indicate if the student is approved to test on paper for Science	Checked = 1, Unchecked= 0
Social Studies Sort ID	S_SC_STU_X	SocStudiesSort ID	Enter the Social Studies sort ID for the student.	
Elem/Middle Paper - Social Studies	S_SC_STU_X	G38PaperSocStu	Indicate if the student is approved to test on paper Social Studies.	Checked = 1, Unchecked= 0
Middle/High EOCEP Paper - English	S_SC_STU_X	EOCEPPaperEla	Indicate if the student is approved to test on paper for English	Checked = 1, Unchecked= 0

Display Name	Table & Number	Field Name	Description	Accepted Value(s)
Middle/High EOCEP Paper - Algebra	S_SC_STU_X	EOCEPPaperMath	Indicate if the student is approved to test on paper for Algebra.	Checked = 1, Unchecked= 0
Middle/High EOCEP Paper - Biology	S_SC_STU_X	EOCEPPaperScience	Indicate if the student is approved to test on paper for Biology.	Checked = 1, Unchecked= 0
Middle/High EOCEP Paper - USHC	S_SC_STU_X	EOCEPPaperSocialStu	Indicate if the student is approved to test on paper for USHC.	Checked = 1, Unchecked= 0
Career Readiness Grade 12	S_SC_STU_X	CR_Grade12	Indicate if the student will be taking a career readiness assessment in grade 12.	Checked = 1, Unchecked= 0
Career Readiness Paper	S_SC_STU_X	CR_Paper	Indicate if the student is approved to test on paper for the career readiness assessment.	Checked = 1, Unchecked= 0
Career Readiness Accommodations	S_SC_STU_X	CR_Accommodations	Select the type of accommodation needed for the career readiness assessment.	NA, LP, BN, BU
Career Readiness Oral Accommodations	S_SC_STU_X	CR_Oral_Accommodation	Select the type of accommodation needed for the career readiness assessment.	NA, OS, OG

Read to Succeed

Start Page > Student Selection > South Carolina State Information > Read To Succeed
Office of Early Learning and Literacy (OELL)

Introduction

Act 284 (Read to Succeed Act) was passed in 2014 to address literacy performance in South Carolina. The core goal of Read to Succeed is to increase the number of students statewide who can proficiently read and comprehend grade-level texts, particularly in the early grades.

Act 284 directs that a third-grade student is eligible for retention if the student fails to demonstrate reading proficiency at the end of the third grade as indicated by scoring the equivalent of Not Met 1 on the SC Ready Reading assessment. A student may be exempt from retention if they meet one or more Good Cause Exemption. The OELL is required to report on the number of third-graders promoted to fourth grade and the number of third-graders retained under the legislation.

The legislation also requires that districts offer a Summer Reading Camp (SRC) to third graders who are eligible for retention. A district may also include students from other grade levels who are not demonstrating reading proficiency. The OELL is required to report the total number of students served at summer reading camps and the number of students who successfully complete the camps by grade level.

Your district Read to Succeed liaison or Summer Reading Camp coordinator will need to provide you with the teachers who will work with the students and identify the location(s) for the summer sessions.

Associated Procedures

Eligible for retention: A third grade student who is eligible for retention if the student fails to demonstrate reading proficiency at the end of the third grade as indicated by scoring the equivalent of Not Met 1 on the SC Ready Reading assessment.

Eligible for Summer Reading Camp: Students from any grade who demonstrate low reading performance may be considered eligible for Summer Reading Camp. Districts may determine eligible students using SC Ready Reading performance, a district or school assessment, or classroom measures of reading performance. Districts may invite any student failing to meet reading proficiency to the Summer Reading Camp.

Good Cause Exemption: Third grade students who fail to demonstrate reading proficiency may be exempt from retention if they meet one of the following Good Cause Exemptions. Complete this section for all third graders participating in SRC. Data will need to be completed on all third graders eligible for retention, regardless of whether or not they attend SRC. One or more exemptions may be selected.

Read to Succeed Initialization: The Read to Succeed Initialization process should be run only once during the school year. The process will clear all Read to Succeed data for a selected school and school year.

This includes the students based on enrollment status:

- pre-registered (enrollment status = -1)

- active (enrollment status = 0)
- transferred out (enrollment status = 2).

The following fields are cleared during this process.

- | | | |
|------------------------|-------------------------|-------------------------|
| • AltAssessed_GCE | • PostAssessment | • Proficiency_Level |
| • Determination_Factor | • PostAssessment_Score | • Promotion_Status |
| • English_Learner_GCE | • PreAssesement | • Reading Portfolio_GCE |
| • GCE_504 | • PreAssessment_Score | • SummerReading_GCE |
| • IEP_GCE | • PreviouslyRetained_GC | • Superintendent_GCE |
| • Invited | E | |

Associated Documentation/Resources

[SC School & Program Setup Guide for PowerSchool](#)

Read To Succeed

Summer Reading Camp Eligibility Determination Factor

Invited to Summer Reading Camp

Good Cause Exemptions (Select all applicable Good Cause Exemption(s) for Eligible Third Graders only)

Multilingual Learner (ML)

Alternatively Assessed

Individualized Education Plan (IEP)

Reading Portfolio

504_Plan

Summer Reading Camp

Previously Retained / 2-Year Reading Intervention

Superintendent Promotion (No GCE)

Assessment Data for All Students Enrolled in Summer Reading Camp

Pre-Assessment Tool

Pre-Assessment Score

Post-Assessment Tool

Post-Assessment Score

Complete the following data for Second or Third Graders Participating in Summer Reading Camp

Progress Toward Proficiency Level

Post Summer Reading Camp Promotion Status

Retained Reason (view only display field from the SC Student Information page for Third Graders Only)

Retained Reason is set at the SC Student Information page

Submit

Clarification of Terms/Fields to be Populated

Display Name	Table & Number	Field Name	Description	Accepted Value(s)
Summer Reading Camp Eligibility Determination Factor	S_SC_STU_ReadToSucceeded_X	Determination_Factor	Choose the reason the student is eligible for summer reading camp.	[Blank] - Default 1 - SC Ready Reading Not Met 2 - District or School Assessment Not Met 3 - Classroom Reading Performance Below Expectations 4 - Elective Participation
Invited to Summer Reading Camp	S_SC_STU_ReadToSucceeded_X	Invited	Select the checkbox if the student was invited to a summer reading camp.	Check = 1, Unchecked = 0
English Language Learner (ELL)	S_SC_STU_ReadToSucceeded_X	English_Learner_GCE	Select the checkbox if the student is an English Language Learner (ELL)	Check = 1, Unchecked = 0
Individualized Education Plan (IEP)	S_SC_STU_ReadToSucceeded_X	IEP_GCE	Select the checkbox if the student has an Individualized Education Plan (IEP)	Check = 1, Unchecked = 0
504_Plan	S_SC_STU_ReadToSucceeded_X	504_GCE	Select the checkbox if the student has a Section 504 Plan.	Check = 1, Unchecked = 0
Previously Retained / 2-Year Reading Intervention	S_SC_STU_ReadToSucceeded_X	PreviouslyRetained_GCE	Select the checkbox if the student was previously retained or enrolled in a 2-year reading intervention program.	Check = 1, Unchecked = 0
Alternatively Assessed	S_SC_STU_ReadToSucceeded_X	AltAssessed_GCE	Select the checkbox if the student is alternatively assessed.	Check = 1, Unchecked = 0
Reading Portfolio	S_SC_STU_ReadToSucceeded_X	ReadingPortfolio_GCE	Select the checkbox if the student has a reading portfolio.	Check = 1, Unchecked = 0
Summer Reading Camp	S_SC_STU_ReadToSucceeded_X	SummerReading_GCE	Select the checkbox if the student is attending a summer reading camp.	Check = 1, Unchecked = 0
Superintendent Promotion (No GCE)	S_SC_STU_ReadToSucceeded_X	Superintendent_GCE	Select the checkbox is if the student has an exemption from the district superintendent.	Check = 1, Unchecked = 0

Display Name	Table & Number	Field Name	Description	Accepted Value(s)
Pre-Assessment Tool	S_SC_STU_ReadToSucceeded_X	PreAssessment	Choose the tool used to assess the student's reading ability prior to the student's participation in a summer reading program.	0 - Not Tested 1 - Dominion 2 - DRA2 3 - Fountas and Pinnell 4 - MAP 5 - STAR 6 - iReady
Pre-Assessment Score	S_SC_STU_ReadToSucceeded_X	PreAssessment_Score	Enter the score the student earned on the pre-assessment.	
Post-Assessment Tool	S_SC_STU_ReadToSucceeded_X	PostAssessment	Choose the tool used to assess the student's reading ability after the student's participation in a summer reading program.	0 - Not Tested 1 - Dominion 2 - DRA2 3 - Fountas and Pinnell 4 - MAP 5 - STAR 6 - iReady
Post-Assessment Score	S_SC_STU_ReadToSucceeded_X	PostAssessment_Score	Enter the score the student earned on the post-assessment.	
Progress Toward Proficiency Level	S_SC_STU_ReadToSucceeded_X	Proficiency_Level	Select the student's proficiency level.	99 - Not Tested 0 - Maintained 1 - Growth/Gain -1 - Regressed
Post Summer Reading Camp Promotion Status	S_SC_STU_ReadToSucceeded_X	Promotion_Status	Choose a value to indicate if the student was promoted after the summer reading camp.	[Blank] - Default 0 - Retained 1 - Promoted
Retained Reason	S_SC_STU_X	RetainReason Code	Read-only field prepopulated by the 'SC Student Information' page. Choose the reason the student was retained.	[Blank] - Default 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 08 - Mandatory 3rd Grade Retention O - Other

South Carolina Student Information

Start Page > Student Selection > South Carolina State Information > SC Student Information

Office of Federal and State Accountability

Office of Student Intervention Services

Office of Special Education Services

Office of Assessment

Introduction

Data on the South Carolina Student Information page includes various topics used for accountability and state reporting. This page is separated into several parts. Information on this page includes; English proficiency, student services, 504 plans, diploma and awards earned, Adult Ed and/or student dropout tracking, transportation, and other fields used at district discretion.

Associated Procedures

Advisor: This field was previously used for entering advisor number and name for distribution of testing materials. The SCDE 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.

Adult Education Graduation Date: Enter the date only if the “Z” code is selected for Diploma Earned field.

Birth Country: Schools should select a student's actual birth country. Use the list below for students born Outside Contiguous United States (OCONUS). The contiguous United States, also known as the United States Mainland, does not include Alaska, Hawaii, or any other territories under the control of the United States:

- Alaska: (Blank) – United States
- Hawaii: (Blank) – United States
- American Samoa (AS): ZZZ998 – US Territory
- Guam (GU): ZZZ998 – US Territory
- Northern Mariana Islands (MP): ZZZ998 – US Territory
- Puerto Rico (PR): (Blank) – United States
- U.S. Virgin Islands (VI): ZZZ998 – US Territory
- Military Bases (Within the United States): (Blank) – United States
- Military Bases (Outside the United States): Select the country where the military base is located.
 - Students born on military bases located outside the United States may have a **Consular Report of Birth Abroad (CRBA)** or **Certificate of Citizenship** instead of a birth certificate.

CEIS (Coordinated Early Intervening Services): CEIS are services provided to students in kindergarten through grade 12 (with a particular emphasis on students in kindergarten through grade three) who are not currently identified as needing special education or related services, but who need additional academic and behavioral support to succeed in a general education environment. Check with your Office of Special Education for further information.

Dropout Reason: When using the ‘W36’ Withdrawal Code for transferring out a student, a dropout reason and dropout date must be populated.

Graduation Cohort: For identification as a graduate for the current year, students must be coded as follows:

Diploma Type (for Transcript) – “F – State of SC Diploma”

Diploma Earned – “F – State of SC Diploma”

Graduation Date – a date entered within the current-year term

Medicaid: School districts may access the South Carolina (Medicaid) Web-based Claims Submission Tool (Webtool) to obtain the student’s date of eligibility for receiving Medicaid services. If school districts do not have this information, all correspondence should be directed to South Carolina Healthy Connections, or to the SC DHHS Provider Service Center (PSC) at 1-888-289-0709. In addition, providers may submit an online inquiry at [SC Department of Health and Human Services Contact Info Page](#).

- **Medicaid Consent Date:** Initial (first) eligibility date and the date the student begins receiving services. This date will never change.
- **Medicaid Eligibility Date:** This is the most current eligibility date. Districts should be reviewing these each year and reinitializing (blanks-out and/or updates) this field (if the student leaves the system and/or returns to the system). If the child never leaves the system, the eligibility date will not change. Often times, the Medicaid consent date and the Medicaid eligibility date will be the same.
- **Medicaid No.:** If there is a Medicaid No., then there must be Medicaid Consent Date.

Migrant: A 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:

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:

- 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.

Agricultural activity is defined as follows:

- 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.

You can find the Certificate of Eligibility form on the Accountability website.

No-Show Reason: A “no-show” student is one who does not show up on the first day of the new school year as expected; that is, the student does not show up on his or her first day at the school in which he was enrolled and scheduled for classes. If the student/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. For additional information please contact the Office of Student Intervention Services, 803-734-3057.

US School Entry Date: Month, Day, and Year of entry is expected only for students born or residing outside the United States. Enter the date of a student's first continuous enrollment in a 3K/4K program through twelfth grade public or private school (including any homeschooling in grades 3K/4K-12) within the 50 United States (U.S.), the District of Columbia (D.C.), and the Commonwealth of Puerto Rico (P.R.) if known. If not available, then the first date of entry into the U.S., D.C., or P.R. is acceptable.

Notes on US School Entry Date:

- Department of Defense (D.O.D.) schools located within the 50 U.S., D.C., or P.R. would mean students who attended those schools and entering a South Carolina school would not need to enter information into the *U.S. School Entry Date* field.
- D.O.D. Schools located outside the 50 U.S., D.C., or P.R. would be treated as foreign schools meaning students entering SC schools would need to enter information into the *U.S. School Entry Date* field.

Universal Screener: This field is required for all kindergarten and first grade students. Indicate if your school has or has not assessed the student using a universal screener and if that student was identified as at risk of having a reading difficulty.

Associated Documentation/Resources

[South Carolina Seal of Biliteracy Overview and Guidelines](#)

South Carolina Student Information 🇺🇸

Ainsworth, Jimena Corben 📍 7 14117 C P14

[Contacts](#)
[Chronic Absenteeism](#)
[Truancy](#)
[CTE](#)
[Early Childhood](#)
[SC Student Information](#)
[ESOL](#)
[Read To Succeed](#)
[Precode](#)
[Students Not Tested](#)
[Transport](#)
[Work-Based Learning](#)

English Proficiency Levels (PL)	9 - Native Speaker *	Waiver	<input type="checkbox"/>	English Language Proficiency (ELP) Initial Assessment	
Birth Country	(Blank) - United States			*ELP Initial Assessment Date	MM/DD/YYYY
U.S. School Entry Date	MM/DD/YYYY			ELP Assessment	
				ELP Score	
Language First Acquired	(blank) - English				
Language Spoken Most Often	(blank) - English				
Primary Home Language	(blank) - English	*Date of initial screener or date of entry in EL program.			
Oral Communication Language	(blank) - English				
Written Communication Language	(blank) - English				
Qualifying Family Move	(blank) - No				
Qualifying Occupation	(blank) - No				
Housing Status	Select-One				

Instructional Setting	(blank) - Regular Ed - Full Yr	True Grade	(blank) - Select One	CEIS	<input type="checkbox"/>
Universal Screener		504 Plan		504 Eligible (Without a Plan)	<input type="checkbox"/>
Medicaid No		Medicaid Consent Date	MM/DD/YYYY	Medicaid Eligible Date	MM/DD/YYYY

Ninth Grade Code		Diploma Type (for Transcript)	(blank) - None
Diploma Ordered		Award Ordered	
Diploma Earned		Award Earned	J - Academic Honors Bronze - South Carolina Seal of Biliteracy Silver - South Carolina Seal of Biliteracy
Diploma Pathways Seals of Distinction	SPEC - Specialization Seal HON - Honors CLGR - College Ready		
Diploma Order Number		Scholarship Ordered	
Graduation Date	MM/DD/YYYY	Graduated School Number and Name	0 -

Dropout Reason		Adult Ed Entry Date	MM/DD/YYYY	Adult Ed Exit Date	MM/DD/YYYY
Dropout Date	MM/DD/YYYY	GED Earned		Adult Ed Graduation Date	MM/DD/YYYY
NoShow Reason					
Moved To District:		Moved To School:			
Retained Reason					

<input type="checkbox"/> *An SEA reviewed and approved Certificate of Eligibility is required for Migrant students. See PowerSchool Data Collection Manual with Specific Fields Defined.			
Foster Home		Advisor	
School of Residence		Parent Military Status	(blank) - Neither Parent nor Guardian is serving in any military service.
Advance Placement ID		IB Candidate Number	
G&T Qualified			

Transportation Information			
Transportation Mode AM and Transportation Mode PM required for all CDEP students			
Transportation Mode AM	Select One	Transportation Mode PM	Select One
Bus 1		Bus 2	
Transportation AM Comments	400 characters left		400 characters left
SC County	Select One	Grid Code	

Title I Assistance		Title I ELA	
Title I Math			

CPR Opt-Out Date	MM/DD/YYYY	AED Opt-Out Date	MM/DD/YYYY
CPR Completion Date	MM/DD/YYYY	AED Completion Date	MM/DD/YYYY

Submit

Clarification of Terms/Fields to be Populated

Display Name	Table & Number	Field Name	Description	Acceptable Values
English Proficiency Levels (PL)	S_SC_STU_X	Engl_Prof	Verify the student's English Proficiency Level. This is a required field.	Review the English Language Proficiency Levels tables.
PL Progression		engProfDecimal	This field is only shown when a value of 1, 2, 3, 4, or 5 is selected in the English Proficiency Levels field. The 'PL Progression' value is concatenated with the selected 'English Proficiency Levels' value.	0.1, 0.2, 0.3, 0.4, 0.5, 0.6, 0.7, 0.8, 0.9
Status		Prof8_status	This field is only shown when 8 is selected in the English Proficiency Levels field. The 'Status' value for students with English Proficiency Level of 8 is concatenated with that "8".	8FRMEL - Former ML, 8NVREL - Never ML
Waiver	S_SC_STU_X	Wavier_Ind	Student has taken an ELP assessment and is not receiving direct ESOL services based on parent refusal. Served by mainstream teachers only. If 'English Proficiency' is 'W' then the 'Waiver' field must be checked.	Check = 1, Unchecked = 0
Birth Country	S_SC_STU_X	Student_BirthCntry	Select a birth country for eligible students who meet these criteria: Were not born in the US or who returned to the US and entered a US school for the first time.	
U.S. School Entry Date	S_SC_STU_X	USSchEntryDate	Enter the first date the student enrolled in a US school.	
Language First Acquired	S_SC_STU_X	First_Lang_Spoken	Select the first language the student spoke.	Review the Languages Table for a list of the accepted values.
Other Language	S_SC_STU_X	Oth_First_Lang_Spoken	Enter the language not listed.	

Display Name	Table & Number	Field Name	Description	Acceptable Values
Language Spoken Most Often	S_SC_STU_X	primarylanguage	Enter the primary language in which student is most fluent.	Review the Languages Table for a list of the accepted values.
Other Language	S_SC_STU_X	Oth_PrimaryLanguage	Enter the language not listed.	
Primary Home Language	S_SC_STU_X	HomeLang	Select the primary language spoken by the student when at home.	Review the Languages Table for a list of the accepted values.
Other Language	S_SC_STU_X	Oth_HomeLang	Enter the language not listed.	
Oral Communication Language	S_SC_STU_X	Oral_Communic_Lang	Indicate the Oral Communication Language for the student's family.	Review the Languages Table for a list of the accepted values.
Other Language	S_SC_STU_X	Oth_Oral_Communic_Lang	Enter the language not listed.	
Written Communication Language	S_SC_STU_X	Written_Communic_Lang	Indicate the Written Communication Language for the student's family.	Review the Languages Table for a list of the accepted values.
Other Language	S_SC_STU_X	Oth_Written_Communic_Lang	Enter the language not listed.	
Qualifying Family Move	S_SC_STU_X	Qualifying_Move	Based on the Enrollment Survey, indicate if the family has had a qualifying move.	(blank) – No Y - Yes
Qualifying Occupation	S_SC_STU_X	Qualifying_Occupation	Based on the Enrollment Survey, indicate if a family member has a qualifying occupation.	(blank) – No Y - Yes
Housing Status	S_SC_STU_X	House_Status	Based on the Enrollment Survey, indicate the current housing status for the student.	SFH – Single Family Home, TRH – Transitional Housing, LWO – Living with Others, COS – Couch-Surfing, UNS – Unsheltered, HOM – Hotel/Motel, UCP – Camping, UIF – Inadequate Facilities, ALC – Agricultural Camp, SHL – Shelter, DIS – Displaced by Disaster, DCVD – Displaced due to COVID-19, OTH – Other

Display Name	Table & Number	Field Name	Description	Acceptable Values
Disaster	S_SC_STU_X	Disaster	Name the type of disaster i.e. Earthquake, Wildfire, Sinkhole, etc. This field is only visible when 'DIS' is selected for Housing Status.	
Other	S_SC_STU_X	Other	Briefly describe the housing status of students' family. This field is only visible when 'OTH' is selected for Housing Status.	
District Enrollment Date	S_SC_STU_X	Init_TestDate	Select the initial date the student entered the school district.	
ELP Assessment	S_SC_STU_X	Init_TestType	Select the test given to the student.	Review the ELP Assessment Table
ELP Score	S_SC_STU_X	Init_TestScore	Select the score value—the score will be truncated to the integer shown for accountability purposes.	Review the ELP Assessment Table
	S_SC_STU_X	Init_TestScore_decimal_select	Select the decimal value.	Review the ELP Assessment Table
Instructional Setting	S_SC_STU_X	InstrSetting	Enter the primary identifier of students in the students with disabilities (SWD) subgroup for the current year's data.	(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

Display Name	Table & Number	Field Name	Description	Acceptable Values
True Grade	S_SC_STU_X	truegrade	Populate the True Grade field ONLY for those students who are receiving special education services at a school location that does not include his or her grade level in the grade range for entry in the Grade Level field.	-2 - PreK3, -1 - PreK4, 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
CEIS	S_SC_STU_X	CEIS_Ind	Indicate if a student is receiving general education intervention services from a district for the current year.	Not Checked = 0, Checked = 1
Universal Screener	S_SC_STU_X	Universal_Screener	Select from the dropdown the value that applies to the student.	0 - Not Screened, 1 - Screened Identified, 2 - Screened Not Identified
504 Plan	S_SC_STU_X	Plan504Code	Select the primary life function 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 Accommodation Plan.	BH - Breathing, CFO - Caring for Oneself, ET - Eating, HR - Hearing, IWO - Interacting with Others, LN - Learning, LT - Lifting, OTH - Other, PMT - Performing Manual Tasks, SE - Seeing, SK - Speaking, THK - Thinking, WK - Walking, WOK - Working
504 Eligible (Without a Plan)	S_SC_STU_X	Elig504_NoPlanInd	Indicate if the student is eligible for 504 services but does not have a formal 504 Plan in place.	Not Checked = 0, Checked = 1

Display Name	Table & Number	Field Name	Description	Acceptable Values
Medicaid No.	S_SC_STU_X	MedicaidID	Enter the verified assigned number for a students who receives Medicaid services.	
Medicaid Consent Date	S_SC_STU_X	Medicaid_Consent	Enter the date the student's Medicaid Consent was approved.	
Medicaid Eligible Date	S_SC_STU_X	MedicaidEligible_Date	Enter the date the student became eligible for Medicaid services.	
Ninth Grade Code	S_SC_STU_X	NinthGradeCode	Choose the code to indicate the school year in which the student first enrolled in grade nine.	
Diploma/Credential Type (for Transcript)	S_SC_STU_X	Diploma_Type	Select the type of diploma the student is currently seeking or has earned upon meeting graduation requirements.	E – Employability Credential (SC High School Credential), F – State of SC Diploma, G – State of SC Diploma AND Employability Credential N – District Award Document
Diploma Ordered	S_SC_STU_X	DiplomaOrderCode	Select the most appropriate form(s) at the time you collect counts for ordering diplomas and certificates.	F - State of SC Diploma
Award Ordered	S_SC_STU_X	AwardOrderCode	Select if your school or district requires this value.	I - Academic Honors
Diploma /Credential Earned	S_SC_STU_X	DiplomaEarnedCode	Select the type of diploma the student earned. Note: When populated, the code selected is automatically also displayed on the Diploma Earned field on the CATE page.	Blank –Null, E – Employability Credential (SC High School Credential) F – State of SC Diploma G – State of SC Diploma AND Employability Credential N – District Non-diploma Award Z – SC High School Diploma – Adult Ed X – Did not meet requirements to graduate
Award Earned	S_SC_STU_X	AwardEarnCode	Select the Award document earned by the student.	J - Academic Honors, Bronze - South Carolina Seal of Biliteracy, Silver - South Carolina Seal of Biliteracy, Gold - South Carolina Seal of Biliteracy

Display Name	Table & Number	Field Name	Description	Acceptable Values
Diploma Pathways Seals of Distinction	S_SC_STU_X	Diploma_Seals	Select one or more Seals the graduating student qualifies for.	Blank - Null SPEC – Specialization Seal HON – Honors CLGR – College Ready CR - Career
Specialization Area	S_SC_STU_X	Specialization_Area	This field is only shown when “SPEC – Specialization Seal” has been selected for Diploma Pathways Seals of Distinction. Select one or more specializations the student qualifies for.	Blank – Null S – STEM M – Military W – World Language A – Arts
Diploma Order Number	S_SC_STU_X	DiplomaOrderID	The order number a school may choose to determine which students’ diplomas were ordered; not collected by SCDE.	Order 01 - 20
Scholarship Ordered	S_SC_STU_X	ScholarshipOrdCode	This field has been disabled existing values are still displayed in page.	K - Life, L - Palmetto Fellows, M - Life & Palmetto Fellows
Graduation Date	S_SC_STU_X	GradDate	The student's date of expected graduation -- used for projected data only.	
Graduated School Number	S_SC_STU_X	Graduated_SchoolID	The number (three-digit school code) for the school from which the student completed graduation requirements and received a high school diploma.	
Graduated School Name	S_SC_STU_X	Graduated_SchoolName	The name for the school from which the student completed graduation requirements and received a high school diploma.	

Display Name	Table & Number	Field Name	Description	Acceptable Values
Dropout Reason	S_SC_STU_X	Dropout_Reason	Select the reason the student has dropped from the school.	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.
Dropout Date	S_SC_STU_X	Dropout_Date	Enter the date on which the student became a dropout.	
Adult Ed Entry Date	S_SC_STU_X	Adulted_entrydate	The date the student entered Adult Education.	
Adult Ed Exit Date	S_SC_STU_X	Adulted_exitdate	Indicate the date on which the student exited the Adult Education program.	
GED Earned	S_SC_STU_X	YRGEDEarned	Select the year the student earned his/her GED through the Adult Ed Program.	
Adult Ed Graduation Date	S_SC_STU_X	AdultEd_GradDate	Enter the date the student graduated from the Adult Ed Program.	

Display Name	Table & Number	Field Name	Description	Acceptable Values
No Show Reason	S_SC_STU_X	NoShow_Reason	Indicate why the student is considered a No-Show or a student who did not return to the school in which previously enrolled.	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, N17 – Home Schooled, N18 – Foreign Exchange, N19 – Retained at Previous School, N20 – Deceased
Moved To District	S_SC_STU_X	Moved_To_District	Select the most appropriate option for a student who has transferred out of district.	
Moved To School	S_SC_STU_X	Moved_To_School	Select the most appropriate option for a student who has transferred out. The drop-down will only populate after a district is chosen for the <i>Moved To District</i> field.	
Retained Reason	S_SC_STU_X	RetainReasonCode	Select from the most appropriate reason the student was retained for the current year.	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 08 – Mandatory 3rd Grade Retention O – Other
Migrant	S_SC_STU_X	Migrant	Check the box to indicate a student is a migrant.	Not Checked = 0, Checked = 1
Foster Home	S_SC_STU_X	Foster_Home	Indicate whether or not a student resided in a foster home for the current school year.	Blank – No, Y – Yes

Display Name	Table & Number	Field Name	Description	Acceptable Values
Advisor	S_SC_STU_X	Advisor	Enter the name of the advisor for the student. This field is no longer collected by SCDE.	
School of Residence	S_SC_STU_X	SchoolRes	Enter the 7-digit School Identification Number (SIDN) for the school to which the student would be assigned based on the home/street address (geocode).	
Parent Military Status	S_SC_STU_X	ParentsMilitaryStatus	Select the student's parent's military status.	(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.
Advanced Placement ID	S_SC_STU_X	AP_Participant_Nbr	Enter the Advanced Placement ID for appropriate year/s testing.	Check with your AP Coordinator in your district or school.

Display Name	Table & Number	Field Name	Description	Acceptable Values
IB Candidate Number	S_SC_STU_X	IB_Candidate_Nbr	Enter the IB Candidate Number.	Check with your IB Coordinator in your district or school.
G&T Qualified	S_SC_STU_X	GT_Qualified	Select the gifted and talented program for which student qualified per testing.	Blank – None Null, A - GTA – G&T Academic, R - GTR – G&T Artistic, B - Both – GTA and GTR
Transportation Mode AM	S_SC_STU_X	Trans_Mode_AM	Select the student's primary type of transportation needed in the morning.	N - Not Applicable, A - AM Bus, C - POV (Car Rider), D - Daycare Provides, W - Walker, Y - Bicycle
Transportation Mode PM	S_SC_STU_X	Trans_Mode_PM	Select the student's primary type of transportation needed in the afternoon.	N – Not Applicable, P – PM Bus, F – Bus to Different Address, G – Bus to Day Care, C – POV (Car Rider), D – Daycare Provider, W – Walker, Y – Bicycle, S – After School Pgm at School
Bus 1	S_SC_STU_X	BusInfo1	Enter the number or name that identifies which bus the student rides to school if you select A – AM Bus Only.	
Bus 2	S_SC_STU_X	BusInfo2	Enter the number or name that identifies which bus the student rides from school if you select B – PM Bus Only.	
Transportation AM Comments	S_SC_STU_X	Trans_AM_Comment	Enter any necessary comments related to the morning transportation.	
Transportation PM Comments	S_SC_STU_X	Trans_PM_Comment	Enter any necessary comments related to the afternoon transportation.	
SC County	S_SC_STU_X	County	Select a valid County District code for the district for which the student would be zoned to attend.	01 - 46, GA - Georgia, NC - N. Carolina, OT - Other
Grid Code	S_SC_STU_X	GridCode	Enter the grid code for the student.	

Display Name	Table & Number	Field Name	Description	Acceptable Values
Title I Assistance	S_SC_STU_X	Title1AsstTypeCode	Select Target(ed) Assistance if the student receives targeted Title I assistance.	T - Target Assistance
Title I ELA	S_SC_STU_X	Title1ReadInd	Select “Yes” if the student receives Title I Reading assistance.	N – Student not in this Title I Program, Y – Yes, Student is in this Title I Program
Title I Math	S_SC_STU_X	Title1MathInd	Select “Yes” if the student receives Title I Math assistance.	N – Student not in this Title I Program, Y – Yes, Student is in this Title I Program
CPR Opt-Out Date	S_SC_STU_X	Cpr_opt-out_date	Date student opted out of CPR training	
AED Opt-Out Date	S_SC_STU_X	Aed_opt-out_date	Date student opted out of AED training	
CPR Completion Date	S_SC_STU_X	CPR_Completion_Date	Date student completed CPR training	
AED Completion Date	S_SC_STU_X	AED_Completion_Date	Date student completed AED training	

ELP Assessment Table

ELP Assessment	Assessment Value	ELP Score	ELP Value
Alternate ACCESS	ALT	A1, A2, A3, P1, P2	A1, A2, A3, P1, P2
ACCESS for ELLs	ACC1	1.0 – 6.9	1.0 – 6.9
WIDA MODEL	WMOD	1.0 – 6.9	1.0 – 6.9
WIDA Screener (K-12)	WIDA	1, 1.5, 2, 2.5, 3, 3.5, 4, 4.5, 5, 5.5, 6	1, 1.5, 2, 2.5, 3, 3.5, 4, 4.5, 5, 5.5, 6

Languages Table

To review the Languages Table please click on the following link:

[South Carolina PowerSchool Languages Table](#)

Students Not Tested on State Assessments

Start Page > Student Selection > South Carolina State Information > Students Not Tested on State Assessments

Office of Research and Data Analysis

Introduction

Provide the requested “students not tested” data for accountability and federal reporting purposes on this page. District Test and Report Card Coordinators should receive specific documentation with instructions for populating the fields for any students who miss or have invalid scores on applicable state-wide assessments.

Associated Procedures

When entering a new Student Not Tested record, the school defaults to the student’s current school of enrollment. When editing a Student Not Tested record, the school appropriately stays the value that was on the record unless edited by the user.

If more than one reason for not testing is applicable, select the code with the highest value/lowest code number.

Validation is added to the page to prevent duplicate records from being added. A duplicate record is one where the School, Test Category, and Test are the same as another record. Although rare, a student can have two records.

Associated Documentation/Resources

[Student Not Tested Memo](#)

[Students Not Tested on Elementary/Middle and High School Report \(SNTEMR\) Guidelines](#)

Students Not Tested on State Assessments

Student Name 8 1234567 MiddleSchool-1

Contacts

Chronic Absenteeism

Truancy

CATE

Early Childhood

SC Student Information

ESOL

Read To Succeed

Precode

School	Test Category	Test Missed	Term	Reason for Not Testing	Requested Exclusion
					(documentation to SCDE required)

No tests assigned

New

Limited English Proficiency Assessments for Elementary, Middle or High School (All students eligible for these exams)

Test Missed	Reason for not Testing
<input type="checkbox"/> LEP Assessment	<div></div>

Submit

Clarification of Terms/Fields to be Populated

Display Name	Table & Number	Field Name	Description	Acceptable Values
School	S_SC_ST U_TEST MISSED_ C	schoolid	Select the school the student is enrolled.	
Test Category	S_SC_ST U_TEST MISSED_ C	Test_Cate gory	Indicates the category for the test that was missed.	Elementary/Middle School Assessments, Middle/High School End-of-Course, High School College and Career Readiness, Alternate Assessments for Elem/Middle School, Alternate Assessments for High School, ELP Assessment, ELP Alternate Assessment
Test Missed	S_SC_ST U_TEST MISSED_ C	Test	Indicate the particular test or part of the test that was missed.	<p><i>Elementary/Middle School Assessments</i> values: ELA/Math, SCI/SocStud</p> <p><i>Middle/High School End-of-Course</i> values: English 1, English 1 Writing/English 1 – Writing (only), Algebra 1, Biology, History, English 2, English 2 Writing/English 2 – Writing (only)</p> <p><i>High School College and Career Readiness</i> values: College Readiness, Career Readiness</p> <p><i>Alternate Assessments for Elem/Middle School</i> values: ELA/Math, SCI/SocStud</p> <p><i>Alternate Assessments for High School</i> values: Alt EOCEP – English, Alt EOCEP – Algebra, Alt EOCEP – Biology, Alt EOCEP – US History</p> <p><i>ELP Assessment & ELP Alternate Assessment</i> values: Listening, Reading, Writing, Speaking, All Domains</p>
Term Missed	S_SC_ST U_TEST MISSED_ C	Term_Tes t_Missed	Indicate which term the student missed taking the test. Only visible if Test Category is <i>Middle/High School End-of-Course</i> .	Fall, Spring

Display Name	Table & Number	Field Name	Description	Acceptable Values
Reason for Not Testing	S_SC_ST U_TEST MISSED_ C	Reason_N ot_Test	Indicates the reason the student missed the assessment.	See Reason Not Tested Table
Requested Exclusion	S_SC_ST U_TEST MISSED_ C	Request_ Exclusion	Indicate if exclusion was requested for the assessment.	Not Checked = 0, Checked = 1

Reason Not Tested Table

Reason Code	Reason Name
001	Homebound/Home-based (Medical)
002	Medical Absence
003	Deceased Student
004	Expelled
005	Withdrew
006	Dropout
007	Incarcerated
008	Death in family
009	Transfer Student (EOCEP only) *
010	Non-medical absence
012	Parent Refusal under IDEA
013	Parent Refusal - non-IDEA
016	Data entry error at school or district; not Alternate Assessment related
017	Data entry error at school or district; Alternate Assessment related
019	Student already tested (High School Assessment)
020	Student refusal
021	Other reason
023	Invalid Scores
024	No Test Available from Supplier
025	Course work not completed
026	School Closing

*Reason is disabled for all Test Category options except for “Middle/High School End-of-Course” and “Alternate Assessments for High School”.

Transportation

Start Page > Student Selection > South Carolina State Information > SC Transportation

Introduction

It is necessary to populate and/or verify the Medicaid number field in PS database so that the school and district can receive the funds necessary to provide appropriate services for student transportation needs. It is necessary to populate the mode of transportation for four-year-old (PreK4) students who are included in the CERDEP special programs (CDEP01 and/or CDEP02).

Associated Procedures

All CERDEP students must have current values selected for the Medicaid No. and the Transportation Mode AM and PM fields.

The SC Transportation page is not currently in use for reporting data to SCDE. However, your district may want you to use the fields.

Transportation Data Entry								
Langeren, Rikyah Austin Lloyd 8 778745 TMS1								
Contacts	Chronic Absenteeism	Truancy	CATE	Early Childhood	SC Student Information	ESOL	Read To Succeed	Transport
Street Information								
Street Number	108	Street Name	Sweetgum Street					
Student Special Transportation Needs								
***IEP Transportation Needed		N - No	***Must be documented in student's current IEP					
*Special Trans Needed 1 (Special Transport across school zone lines)				*Special Trans Needed 2 (Special Transport across district boundary lines)				
Special Trans Needed 3 (Special needs transport between schools)				*Special Trans Needed 4 (Special Transport to medical services)				
Special Trans Needed 5 (Special transport on extracurricular/field trips)				Special Trans Needed 6 (Special transport to support employment)				
Special Trans Needed 7 (Special transport in and around school buildings)								

Clarification of Terms/Fields to be Populated

Display Name	Table	Field Name	Description	Accepted Values
Street Number	S_SC_STU_TRANS_X	TRANS_Stree tNum	The street number for the address where the student will be picked up and delivered.	
Street Name	S_SC_STU_TRANS_X	TRANS_Stree tName	The street name for the address where the student will be picked up and delivered.	
IEP Transportation Needed	S_SC_STU_TRANS_X	TRANS_Trans IEPInd	Select Yes if the student's IEP specified that transportation is required.	Y- Yes, N - No
Special Trans Needed 1	S_SC_STU_TRANS_X	TRANS_Spec NeedsReq01In d	Select if the student needs special transportation across school zone lines.	Y- Yes, N - No
Special Trans Needed 2	S_SC_STU_TRANS_X	TRANS_Spec NeedsReq02In d	Select if the student needs special transportation across district boundary lines.	Y- Yes, N - No
Special Trans Needed 3	S_SC_STU_TRANS_X	TRANS_Spec NeedsReq03In d	Select if the student needs special transportation between schools.	Y- Yes, N - No
Special Trans Needed 4	S_SC_STU_TRANS_X	TRANS_Spec NeedsReq04In d	Select if the student needs special transportation to medical services.	Y- Yes, N - No
Special Trans Needed 5	S_SC_STU_TRANS_X	TRANS_Spec NeedsReq05In d	Select if the student needs special transportation on extracurricular/field trips.	Y- Yes, N - No
Special Trans Needed 6	S_SC_STU_TRANS_X	TRANS_Spec NeedsReq06In d	Select if the student needs special transportation to support employment.	Y- Yes, N - No
Special Trans Needed 7	S_SC_STU_TRANS_X	TRANS_Spec NeedsReq07In d	Select if the student needs special transportation in and around school buildings.	Y- Yes, N - No
Special Trans Needed 8	S_SC_STU_TRANS_X	TRANS_Spec NeedsReq08In d	Select if the student IEP requires special equipment during transport.	Y- Yes, N - No

Display Name	Table	Field Name	Description	Accepted Values
Special Equipment Required 1	S_SC_STU_TRANS_X	TRANS_OtherSpecNeedsReq01Ind	Select the special equipment required if Special Need 8 is Yes.	01 - Aide 02 - Car seat 03 - Lifts 04 - Nurse 05 - Oxygen bottle and bracket 06 - Oxygen tank brackets 07 - Ramps 08 - Safety seats 09 - Safety harnesses 10 - Seatbelts 11 - Service animals 12 - Special or adapted buses 13 - Other
Special Equipment Required 2	S_SC_STU_TRANS_X	TRANS_OtherSpecNeedsReq02Ind	Select the special equipment required if Special Need 8 is Yes and more than one type of equipment is needed.	01 - Aide 02 - Car seat 03 - Lifts 04 - Nurse 05 - Oxygen bottle and bracket 06 - Oxygen tank brackets 07 - Ramps 08 - Safety seats 09 - Safety harnesses 10 - Seatbelts 11 - Service animals 12 - Special or adapted buses 13 - Other
Special Trans Needed 9	S_SC_STU_TRANS_X	TRANS_SpecNeedsReq09Ind	Select if the student IEP requires aide or shadow to accompany student.	Y- Yes, N - No
Special Trans Needed 10	S_SC_STU_TRANS_X	TRANS_SpecNeedsReq10Ind	Select if the student IEP requires a nurse to accompany the student.	Y- Yes, N - No

Truancy

Start Page > Student Selection > South Carolina State Information > Truancy
Office of Student Intervention Services

Introduction

The truancy page displays student truancy data that are updated through the Truancy Update Process Report.

Associated Procedures

Truancy Update process:

The Truancy Update process updates the absence information and records full day absences for Unexcused, Excused, and Out of School Suspension (OSS) on the Truancy Tab.

In order to update the data values, run the Truancy Update process on the state reports page. This process will look for full day absences and update the S_SC_STU_TRUANCY_DETAIL_C table with daily absent values as well as daily tardy, dismissal, and early dismissal counts.

The absence counts will be current for the given year as of the date the update process is run for each student. Since this process uses a temporary table to store attendance data, multiple instances of this report cannot run at the same time. If this report is run more than once at the same time, there will be a message in the report output indicating there is another report running.

Associated Documentation/Resources

[State Board Regulation 43-274 Student Attendance](#)

State Laws regarding Attendance S.C. Code Ann. 59-65-10 to 59-65-280

Truancy

Abson, Kinsee LeDreah 9 770010020383 THS1

Contacts	Chronic Absenteeism	Truancy	CTE	Early Childhood	SC Student Information	ESOL	Read To Succeed	Precode
Students Not Tested	Transport	Work-Based Learning						

Student Information

No Current Truancy records found

Full Day Unexcused Absences

No Current Full Day Unexcused Absences found

Work-Based Learning

Start Page > Student Selection > South Carolina State Information > SC Work Based Learning
Office of Career and Technical Education

Introduction

The South Carolina Education and Economic Development Act (SC EEDA) data must be collected for ALL students participating in any state approved Work-Based Learning (WBL) experience as defined in the [SC Work-Based Learning Implementation Guidelines](#). Data collection is reported in PowerSchool on the work-based learning page using the current student data-base collection tool; the data are then compiled for each experience completed. The Work-Based Learning fields have been designed to collect information for work-based experiences in which your students may have participated throughout the school year. Please note there are two sections on the WBL page in PowerSchool. The first section is for reporting the career ready qualifier for the state's accountability system affecting high school report card rating system the student completed. This is indicated by the red box. The second section is located below the red box. These 10 entry fields are for reporting the state approved work-based learning experiences for the student. These fields may report additional career ready placements the student completed or "regular" work-based learning experiences the student completed.

Associated Procedures

Work Based Learning Initialization:

The WBL fields are not a part of the SIS initialization process where data values are reset to the default (blank) for each student at the beginning of the new school year. This allows schools and districts the opportunity to review data values for each student's historical reports for learning experiences.

Associated Documents/Resources

[SC Work-Based Learning Page](#)

Work Based Learning Data Entry	
Althrop, Kaitlon David 12 770010021430 THS1	
<div>ContactsChronic AbsenteeismTruancyCATEEarly ChildhoodSC Student InformationESOLRead To SucceedPrecodeStudents Not Tested</div>	
CCR - College Career Ready Qualifier used for Career Readiness Accountability.	
* WBL CCR Experience	WBL CCR Exp Owner
* WBL CCR Start Date	* WBL CCR End Date
* WBL CCR Worksite Name	
WBL CCR Worksite Address	
WBL CCR Worksite City	
WBL CCR Worksite State	
WBL CCR Worksite Zipcode	
WBL CCR Worksite Email Address	
WBL CCR Worksite Phone	
WBL CCR Worksite Size	
WBL CCR Worksite Supervisor	
WBL CCR Worksite Supervisor Job Title	
* WBL CCR Paid	
* WBL CCR Related to Career Plan	* WBL CCR Career Cluster Type

Clarification of Terms/Fields to be Populated

Display Name	Table	Field Name	Description	Accepted Value(s)
WBL CCR Experience	S_SC_STU_WBL_X	WBL_ExpCodeCCR	Select the type of career ready experience in which the student successfully completed during the school year.	C – Cooperative Education, I – Internship, R – Registered Apprenticeship, Y – Youth Apprenticeship
WBL CCR Exp Owner	S_SC_STU_WBL_X	WBL_ExpOwnerCCR	Enter the seven-digit school identification number (SIDN) for the career center responsible for the experience if this is not the student's home school of enrollment. Leave this field blank if the experience was coordinated by student's home school.	
WBL CCR Start Date	S_SC_STU_WBL_X	WBL_StartDateCCR	Enter the date the student started the experience.	
*WBL CCR End Date	S_SC_STU_WBL_X	WBL_EndDateCCR	Enter the date the student ended the experience.	
*WBL CCR Worksite Name	S_SC_STU_WBL_X	WBL_EmpNameCCR	Enter the name of the worksite/business industry sponsoring the experience.	
WBL CCR Worksite Address	S_SC_STU_WBL_X	WBL_AddCCR	Enter the address of the worksite.	
WBL CCR Worksite City	S_SC_STU_WBL_X	WBL_CityCCR	Enter the name of the worksite city.	
WBL CCR Worksite State	S_SC_STU_WBL_X	WBL_StateCCR	Enter the name of the worksite state.	
WBL CCR Worksite Zipcode	S_SC_STU_WBL_X	WBL_ZipCCR	Enter the worksite address zip code.	
WBL CCR Worksite Email Address	S_SC_STU_WBL_X	WBL_EmailCCR	Enter the work-based learning worksite supervisor's email address.	
WBL CCR Worksite Phone	S_SC_STU_WBL_X	WBL_EmpPhoneCCR	Enter the work-based learning worksite supervisor's contact number with area code included; i.e., using the format (xxx)xxx-xxxx.	

Display Name	Table	Field Name	Description	Accepted Value(s)
WBL CCR Worksite Size	S_SC_STU_WBL_X	WBL_EmpSizeCCR	Provide the size of the worksite where the student was placed for this learning experience.	Blank – none Null L – 500+ Employees M – 50-499 Employees S – 0-49 Employees
WBL CCR Worksite Supervisor	S_SC_STU_WBL_X	WBL_SupervisorCCR	Enter the name of the worksite supervisor.	
WBL CCR Worksite Supervisor Job Title	S_SC_STU_WBL_X	WBL_JobTitleCCR	Enter the Title of the worksite supervisor's job role.	
WBL CCR Paid	S_SC_STU_WBL_X	WBL_PaidIndCCR	Select "Yes" if the student received compensation for the experience they completed. Select "No" if the student did not receive compensation for completion of the WBL experience.	Blank – blank Null Y – Yes N – No
WBL CCR Related to Career Plan	S_SC_STU_WBL_X	WBL_RelatedIndCCR	Select "Yes" if the career work-based learning experience the student completed was related to their career plan as indicated in the student's Individual Graduation Plan. Select "No" if the WBL experience the student completed was not related to their career plan as indicated in the student's Individual Graduation Plan.	Blank – blank Null Y – Yes N – No

Display Name	Table	Field Name	Description	Accepted Value(s)
WBL CCR Career Cluster Type	S_SC_STU_WBL_X	WBL_TypeC CR	Select the appropriate career cluster type from the drop-down values for the student's career ready work-based learning experience that aligns with the student's Individual Graduation Plan.	1 - Agriculture, Food, and Natural Resources 2 - Architecture and Construction 3 - Arts, Audio-Video 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/Family and Consumer Sciences 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
WBL CCR Course Credit	S_SC_STU_WBL_X	WBL_CreditIndCCR	Select "Yes" if the student completed at least one unit of course credit related to the career ready work-based learning experience, or they completed a pathway of study related to the career ready work-based learning experience. Select "No" if the student has not completed any coursework related to the career ready work-based learning experience.	Blank – blank Null Y – Yes N – No

Display Name	Table	Field Name	Description	Accepted Value(s)
WBL CCR 40-Hour Minimum Met	S_SC_STU_WBL_X	WBL_Hours MetCCR	Select “Yes” if the student completed the career ready work-based learning experience in its entirety as required by the competencies defined in the student’s training agreement. Reminder: There is a minimum of 40 practical experience hours required by industry-defined competencies at the worksite to qualify for a career ready work-based learning experience. Select “No” if the student did not successfully complete the work-based learning experience in its entirety.	Blank – blank Null Y – Yes N – No
WBL CCR Training Agreement	S_SC_STU_WBL_X	WBL_Agree mentCCR	Select “Yes” if a mutual training agreement defining objectives/skills to be mastered was developed between student, school, and worksite supervisor.	Blank – blank Null Y – Yes N – No
WBL CCR Evaluation Score	S_SC_STU_WBL_X	WBL_EvalScoreCCR	Select student performance average evaluation score created from the training agreement defined on a scale of 1-5, with 1 being the lowest and 5 being the highest. Reminder: student should be provided at least two evaluations for opportunity for growth. This final reporting score would be the highest scoring evaluation of the two evaluations.	Blank - blank Null, 1 2 3 4 5
WBL CCR School/Center Coordinator	S_SC_STU_WBL_X	WBL_CoordinatorCCR	Name of the school or CTE Center WBL Coordinator responsible for coordinating the career ready work-based learning experience.	

Display Name	Table	Field Name	Description	Accepted Value(s)
Other support provided to you by WBL CCR Worksite	S_SC_STU_WBL_X	WBL_OtherSupCCR	Enter other support provided to the school/district by the worksite/business providing the WBL experience.	Blank – Null 1 – Motivational Speaker 2 – Monetary Support 3 – Equipment Contributions 4 – Teacher Training 5 – Other
WBL Experience(s) 1, 2, 3, 4, 5, 6,7,8,9, and 10	S_SC_STU_WBL_X	WBL_ExpCode 1 - 10	Select the Work-Based Learning Experience(s) that the student successfully completed during the school year.	Blank – Null B – CTE Internship Credit Bearing Course C – Cooperative Education F – School-Based Enterprise I – Internship L – Service Learning M – Mentoring U – Structured Field Study R – Registered Apprenticeship S – Shadowing: On-Site V – Shadowing: Virtual Y – Youth Apprenticeship
WBL Experience Owner 1, 2, 3, 4, 5, 6,7,8,9, and 10	S_SC_STU_WBL_X	WBL_ExpOwner 1 - 10	Enter the seven-digit school identification number (SIDN) for the career center responsible for the experience if this is not the student's home school of enrollment. Leave this field blank if the experience was coordinated by student's home school.	
*WBL Start Date(s) 1, 2, 3, 4, 5, 6,7,8,9, and 10	S_SC_STU_WBL_X	WBL_StartDate 1 - 10	Enter the student's start date for the Work-Based Learning experience(s) using the date-picker.	
*WBL End Date(s) 1, 2, 3, 4, 5, 6,7,8,9, and 10	S_SC_STU_WBL_X	WBL_EndDate 1 - 10	Enter the student's end date for the Work-Based Learning experience(s) using the date-picker. Reminder: Job Shadowing and Structured Field Study may have the same start date and end date.	

Display Name	Table	Field Name	Description	Accepted Value(s)
*WBL Worksite Name(s) 1, 2, 3, 4, 5, 6,7,8,9, and 10	S_SC_STU_WBL_X	WBL_EmpName 1 - 10	Enter the name of the Work-Based Learning worksite/business.	
WBL Worksite Address 1, 2, 3, 4, 5, 6,7,8,9, and 10	S_SC_STU_WBL_X	WBL_Add 1 - 10	Enter the street address of the worksite/business providing the work-based learning experience.	
WBL Worksite City 1, 2, 3, 4, 5, 6,7,8,9, and 10	S_SC_STU_WBL_X	WBL_City 1 - 10	Enter the city of the worksite/business providing the work-based learning experience.	
WBL Worksite State 1, 2, 3, 4, 5, 6,7,8,9, and 10	S_SC_STU_WBL_X	WBL_State 1 - 10	Enter the state of the worksite/business providing the work-based learning experience.	
WBL Worksite Zip Code 1, 2, 3, 4, 5, 6,7,8,9, and 10	S_SC_STU_WBL_X	WBL_Zip 1 - 10	Enter the zip code of the worksite/business providing the work-based learning experience.	
WBL Worksite Email Address 1, 2, 3, 4, 5, 6,7,8,9, and 10	S_SC_STU_WBL_X	WBL_Email 1 - 10	Enter the email address of the worksite supervisor within the business hosting the Work-Based Learning experience, if applicable.	
WBL Worksite Phone(s) 1, 2, 3, 4, 5, 6,7,8,9, and 10	S_SC_STU_WBL_X	WBL_EmpPhone 1 - 10	Enter the Work-Based Learning worksite/business phone number(s) with area code included, i.e., using this format (xxx)xxx-xxxx.	
WBL Worksite Size 1, 2, 3, 4, 5, 6,7,8,9, and 10	S_SC_STU_WBL_X	WBL_EmpSize 1 - 10	Select the business size that corresponds to the actual size of the worksite business providing the student's Work-Based Learning experience.	Blank – none L – 500+ Employees M – 50-499 Employees S – 0-49 Employees

Display Name	Table	Field Name	Description	Accepted Value(s)
WBL Worksite Supervisor 1, 2, 3, 4, 5, 6,7,8,9, and 10	S_SC_STU_WBL_X	WBL_Supervisor 1 - 10	Enter the name of the worksite supervisor within the business where the student was placed for the Work-Based Learning experience, if applicable.	
WBL Worksite Supervisor Job Title 1, 2, 3, 4, 5, 6,7,8,9, and 10	S_SC_STU_WBL_X	WBL_JobTitle 1 - 10	Enter the title of the worksite supervisor's job role within the business where the student was placed for the Work-Based Learning experience, if applicable.	
*WBL Paid 1, 2, 3, 4, 5, 6,7,8,9, and 10	S_SC_STU_WBL_X	WBL_PaidIndicator 1 - 10	Select "Yes" if the student received compensation for the Work-Based Learning experience they completed. Select "No" if the student did not receive compensation for the work-based learning experience completed.	Blank – blank Null Y – Yes N – No
WBL Related to Career Plan 1, 2, 3, 4, 5, 6,7,8,9, and 10	S_SC_STU_WBL_X	WBL_RelatedIndicator 1 - 10	Select "Yes" if the Work-Based Learning experience the student completed was related to their career plan in their Individual Graduation Plan. Select "No" if the work-based learning experience completed did not related to their career plan in their Individual Graduation Plan.	Blank – blank Null Y – Yes N – No

Display Name	Table	Field Name	Description	Accepted Value(s)
WBL Career Cluster Type 1, 2, 3, 4, 5, 6,7,8,9, and 10	S_SC_STU_WBL_X	WBL_Type 1 - 10	Select the appropriate career cluster type for the work-based learning experience completed from the drop-down values.	1 - Agriculture, Food, and Natural Resources 2 - Architecture and Construction 3 - Arts, Audio-Video 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/Family and Consumer Sciences 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
*WBL Course Credit 1, 2, 3, 4, 5, 6,7,8,9, and 10	S_SC_STU_WBL_X	WBL_Credit 1 - 10	Select “Yes” if the students received course credit for the Work-Based Learning experience completed. For example, student’s course required completion of internship within course standards.	Blank – blank Null Y – Yes N – No
WBL School Coordinator 1, 2, 3, 4, 5, 6,7,8,9, and 10	S_SC_STU_WBL_X	WBL_Coordinator 1 - 10	Name of the school or CTE Center WBL Coordinator responsible for coordinating the experience.	

Display Name	Table	Field Name	Description	Accepted Value(s)
Other support provided to you by WBL Worksite 1, 2, 3, 4, 5, 6,7,8,9, and 10	S_SC_STU_WBL_X	WBL_OtherSupp 1 - 10	Enter other support provided to you by the worksite/business providing the WBL experience.	Blank – Null 1 – Motivational Speaker 2 – Monetary Support 3 – Equipment Contributions 4 – Teacher Training 5 – Other
Career Assessment 1, 2, 3, 4, 5, and 6	Students (1)	WBL_CarAssessCode1 - 6	Select the career interest inventory that has been administered to the student as part of their comprehensive career plan.	Blank – Null 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 - ACT Work Keys 12 - Kuder Skills Assessment 13 - Super's Work Values Inventory 15 – CAPS 16 – COPS 17 – COPES 18 – Other 19 - ACT Profile 20 - Career Ready 101 21 – SCOIS 22 - SCOIS Climb
Service Learning Hours	S_SC_STU_WBL_X	WBL_SrvcLHrs		No longer collected by SCDE

Special Programs

Start Page > Student Selection > Special Programs

Introduction

All students participating in special programs are identified through this page. This applies whether they enrolled on the first day of school or transferred at a later date. District SIS Administrators should ensure all special programs offered are added to the district's list in the SIS.

Alternative School Program (ASP): 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, Article 13; Section 59-63-1300). Students who are enrolled in alternative programs based on special needs (e.g. 504 plan or IEP), should not be included here.

Group Homes: Student is served in a group home or other group care facility and is receiving all educational services at the facility with facility school district contracting the services. The following changes have been in effect since 2013-14: Proviso for Juvenile Detention Facilities 13-14:1.10 (SDE: Instruction in Juvenile Detention Centers) 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.

Home-Based: Used to indicate a student who receives educational services at home. Ensure IEP documentation states specifically the student qualifies for Home-Based services. 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. An IEP team must determine such a placement is appropriate and constitutes the least restrictive environment in light of the student's disability. 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.

Homebound

Used to indicate a student who receives academic services at home or a medical facility. Ensure documentation by a licensed physician certifies 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. (S.C. Code Ann. § 43-241 (Supp. 2001)) 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.

Immersion Language Program:

The Office of Standards and Learning collects Immersion Programs student data for all grade levels, including:

- entry date into the program each year
- exit date out of the program each year
- designation of the language for immersion student

Residential Treatment Facility Definition: 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)

Associated Procedures

Requesting Additional Special Program Code(s):

Contact the sponsoring SCDE office (e.g., Student Intervention, Magnet Schools) to request a unique special program code if one does not exist.

Exiting a Single Student from a Special Program:

- During initial entry, leave the Exit Date and Exit Reason blank
- Edit these fields during the school year if:
 - The student is no longer being served in the special program.
 - The student transfers out of the current school. Note: After selecting the “Transfer Out of School” function, check the box to “Also transfer out of selected programs” to choose the program(s) for the student.
- At the end of the school year, enter the student’s school exit date in the Exit Date field.
- Indicate the Exit Reason based on documentation for each individual student or EY for end of year.
- Without an exit date, students will continue to appear active in the program(s).

Mass Populating Special Program Enrollments:




Review PowerSchool article “[Importing/Mass Populating Special Program Enrollments](#)”


Mass Exiting Students from Special Programs Before the End-of-Year Process

Use Special Functions>Group Functions or DDE to exit a group of students or all students actively enrolled in special programs before running the EOY process. For procedural information, review the PowerSource article Special Program Enrollments.

New Special Program Enrollment

Ayrs, Bahia Antonio 2 782272 TES1

Comment	<input type="text"/>
Entry Date	8/19/2019 
Exit Date	MM/DD/YYYY 
Exit Reason	<input type="text"/>
Grade Level	2
Program	MAG033-Language Immersion 



Clarification of Terms/Fields to be Populated

Display Name	Table & Number	Field Name	Description	Accepted Value(s)
Entry Date	SpEnrollments (41)	Enter_Date	Enter the date on which the student was enrolled in the special program.	
Exit Date	SpEnrollments (41)	Exit_Date	Enter the date student stopped receiving services. The date entered should not be a date in the future or pre-populated. For example the date the student transfers out of a school, last day of school or no longer served in the special program.	
Exit Reason	SpEnrollments (41)	Exitcode	Enter a brief description indicating why the student exited the program.	
Grade Level	SpEnrollments (41)	GradeLevel	Grade level for the student when enrolled in this program.	
Program	SpEnrollments (41)	ProgramID	Select the program in which the student is placed using the drop-down list.	Review Special Programs Table

Special Programs Table

All special programs listed in this table may not be offered in specific districts or schools. District SIS Administrators should add all offered special programs to the district SIS. Ensure all added program codes match those listed in this table exactly. Incorrect entry of characters will create a different code from the one listed (e.g., lowercase instead of uppercase letters, letters for numbers: O-uppercase letter vs. 0-zero for a number).

Code	Description	Office Contact
21CCLC	21st Century Community Learning Centers (CCLC) This program's name replaces all other special program indicators for 21st Century Learning beginning 2013-14.	21st CCLC Office of Student Intervention Services, Dr. Sabrina Moore, 803-734-8279 SMoore@ed.sc.gov
ALTPES	Alternative Pgm - Elementary School Formerly ALC	Alternative Program Office of Student Intervention Services, Aveene Coleman, 803-734-3057 AColeman@ed.sc.gov
ALTPHS	Alternative Pgm - High School Formerly ALC	
ALTPMS	Alternative Pgm - Middle School Formerly ALC	
AR0001	AVID	At Risk Programs Office of Student Intervention Services, Jamaal Perry, 803-734-8116, jperry@ed.sc.gov
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	
AR0047	Truant Recovery Program	
AR0048	Union Alternative School	
AR0049	Upward Bound	
AR0050	WorkKeys/KeyTrain	
AR0052	PAR	
AR0062	AIM	
AR0063	Apex Learning	
AR0064	BADD	

Code	Description	Office Contact
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	
AR0103	Academic/Mentoring/Mental Health Supports	
AR0104	Advancement Via Individual Determination	
AR0105	After School Homework Center	
AR0106	Alternatives in Motion for Success	
AR0107	APPLE	
AR0108	Barr Street Learning Center - SCDE Approved ASP	
AR0109	Building Bridges To Success	
AR0110	Building Educated Leaders for Life	
AR0111	Capturing Kids Hearts	
AR0112	CAREER ACADEMY MODEL	
AR0113	Coca Cola Valued Youth Program	
AR0114	Compass Learning	
AR0115	Computer Aided/Assisted instruction paired with mentor/mentee	
AR0116	Corrective Reading-Reading	
AR0117	Early College High School Initiative	
AR0118	EOC P.A.L.S. (Promoting Academic Learners to Success)	
AR0119	Evening Students Services-Higher Learning Academy	

Code	Description	Office Contact
AR0120	Extended School Day	
AR0121	FOCUS - SCDE Approved ASP	
AR0122	Focusing Students on Achievement	
AR0123	Freshmen Academy	
AR0124	Infinity of OCCSD3 - SCDE Approved ASP	
AR0125	Choices	
AR0126	Intensive Math instruction and mentoring	
AR0127	JAG-SC	
AR0128	Lake City Graduation Initiative	
AR0129	LIFT	
AR0130	Literacy 3000-Reading	
AR0131	Mentoring/Alternative Learning	
AR0132	Multi-Tiered Systems of Support (MTSS), Trident United Way Links to Success, Communities in Schools	
AR0133	Star Academy Program	
AR0134	Ninth Grade Academy	
AR0135	ODYSSEYWARE	
AR0136	Olweus Bullying Prevention	
AR0137	P.A.W.S. (Powerful Action Wields Success)	
AR0138	Positive Achievement With Students Program	
AR0139	Positive Action	
AR0140	Powerful Action Wields Success (PAWS)	
AR0141	Prepared for Graduation	
AR0142	Project Based Learning- Blended Curriculum	
AR0143	Project College and Academic Readiness Enhancement (Project CARE)	
AR0144	Project RISE	
AR0145	Project Success	
AR0146	RAPTOR	
AR0147	Read 180-Reading	
AR0148	Read Right and	
AR0149	REAL Academy	
AR0150	Reconnecting Youth	
AR0151	Saluda Creates Opportunities for Real Effectiveness (SCORE)	
AR0152	Making Middle Grades Work	
AR0153	Success Highways, Goal Setting, Coaching	
AR0154	Successful Transitions Program	
AR0155	The RIGHT Stuff	
AR0156	The Voyage to Personal and Academic Success/Computer Based Instruction	
AR0157	Ripple Effects	
AR0158	Positive Behavior Support (PBS)	
AR0159	Career Academy	
AR0160	A+ Learning System	

Code	Description	Office Contact
AR0161	Overcoming Obstacles	
AR0162	Hwy to Higher Ed Academy	
AR0163	SPARK	
AR0164	InstaGrad	
CDEP01	Regular Day CERDEP	Child Early Reading and Development Education Program (CERDEP) Office of Early Learning and Literacy Wendy Burgess, 803-734-5858, wburgess@ed.sc.gov
CDEP02	Extended Day CERDEP	
CRED07	Credit Recovery Pgm 7th Grade	Credit Recovery Program Federal and State Accountability Sherrie Beaver, 803-734-6267, SBeaver@ed.sc.gov
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 (Education and Economic Development Act) Summer Project	EEDA Summer Project Office Student Intervention Services Jamaal Perry, 803-734-8116, jperry@ed.sc.gov
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.	Group Homes Office of General Counsel, Barbara Drayton, 803-734-6116, bdrayton@ed.sc.gov
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.	
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.	
GHO-4FF	FT at Facility-Facility Provides All Ed Svc 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.	

Code	Description	Office Contact
HBSD01	Home-based	Home-Based Education Services Office of Special Education Services Rebecca Davis, 803-734-8028 rcdavis@ed.sc.gov
HWKC1	After-school Homework Center < 15 days	After-School Homework Center Office Student Intervention Services, Dr. Sabrina Moore, 803-734-8279, SMoore@ed.sc.gov
HWKC2	After-school Homework Center 15 or more days	
ImmFRN	Immersion French	Immersion Language Program Office of Standards and Learning, World Language Dawn Hawkins, 803-734-0564, dhawkins@ed.sc.gov
ImmGRM	Immersion German	
ImmJPN	Immersion Japanese	
ImmMND	Immersion Mandarin	
ImmPRT	Immersion Portuguese	
ImmRSN	Immersion Russian	
ImmSPN	Immersion Spanish	
IB-PYP	The IB Primary Years Program (PYP), for students aged 3 to 12, focuses on the development of the whole child as an inquirer, both in the classroom and in the world outside.	International Baccalaureate (IB) Office of Standards and Learning Josie Stratton, 803-734-2782, jstratton@ed.sc.gov
IB-MYP	The IB Middle Years Program (MYP), for students aged 11 to 16, provides a framework of academic challenge that encourages students to embrace and understand the connections between traditional subjects and the real world, and become critical and reflective thinkers.	
IB-DIP	The IB Diploma Program (DP), for students aged 16-19, is an academically challenging and balanced program of education with final examinations that prepares students for success at university and beyond.	
IB-CRP	IB Career-related Program (CP), for students aged 16-19, incorporates the vision and educational principles of the IB Programs into a unique offering specifically designed for students who wish to engage in career-related learning.	
LAD	Served in Local Adult Detention Center Student is housed in a local adult detention center with public school district providing educational services.	Detention Facilities
LJD	Served in Local Juvenl Detention Center Student is housed in a local juvenile detention center with public school district providing educational services.	
MAG001	Arts	Magnet Programs (Within a School) Office of Personalized Learning Heather Bross,
MAG002	Academy of 21st Century Learning	
MAG003	International Baccalaureate	
MAG004	STEM	

Code	Description	Office Contact
MAG005	Leadership	HBross@ed.sc.gov
MAG006	School of Innovation	
MAG007	College and Career	
MAG008	Communications & Technology	
MAG009	Montessori	
MAG010	Academic/Scholar	
MAG011	Communications & Arts	
MAG012	Military Magnet	
MAG013	Engineering and Health Professions	
MAG014	Law, Finance and Business	
MAG015	Arts, Communication and Theatre	
MAG016	Environmental Sciences	
MAG017	Engineering	
MAG018	Media	
MAG019	Entertainment	
MAG020	Entrepreneurial	
MAG021	Exercise Science	
MAG022	Service Learning For students with unique learning styles	
MAG023	Inquiry – based interdisciplinary curriculum	
MAG024	Hirsch Core Knowledge curriculum	
MAG025	Fine Arts & Media Enrichment	
MAG026	Single Gender	
MAG027	Research Engagement & Design	
MAG028	NASA Explorer School	
MAG029	Health Science	
MAG030	Zoological & Botanical Zoobot	
MAG031	STEAM	
MAG032	Academy for Civic Engagement	
MAG033	Language Immersion	
MAG034	Technology, Environment, Health and Fitness	
MONT01	Montessori (within a school)	Montessori (Within a School) Office of Personalized Learning, Stephanie DiStasio sdistasio@ed.sc.gov 803-734-0443
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”).	Residential Treatment Facilities Office of General Counsel, Barbara Drayton, bdrayton@ed.sc.gov , 803-734-6116
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”).	

Code	Description	Office Contact
RTF-3FD	Full Time at Facility - District Provides Educational Services. Student is served in a residential treatment facility and is receiving all educational services at the facility with public school district providing educational services.	
RTF-4FF	Full Time at Facility - Facility Provides All Ed Services	
SBAVRL	State Board of Education Approved Virtual Remote Learning	School District Virtual Learning Programs Office of Virtual Education Bradley Mitchell Bmitchell@ed.sc.gov
TMPVIR	Temporary Virtual Remote Learning	Temporary Virtual Instruction Office of Research and Data Analysis Wyatt Cothran PowerSchool@ed.sc.gov

Staff

Start Page > Staff > Select A Staff Member > Information
Office of Federal and State Accountability

Introduction

This page allows for editing information for an existing staff member.

Information - Fogden, Myrie Clairece X991276

Name (Last, First MI)

Fogden*, Myrie*, Clairece

Preferred Name

Email Address

EMAIL@WHEREEVER.COM

Title

Gender

Female

Federal Ethnicity and Race

Ethnicity

Is the staff member Hispanic or Latino?

☐ Yes

☒ No

Race

What is the staff member's race?

☐ Asian

☐ Black or African American

☐ American Indian or Alaska Native

☐ Native Hawaiian or Other Pacific Islander

☒ White

Reporting Ethnicity

White (W)

ID

X991276*

StatePrid (Cert #)

609774

Homeroom

Home School

Test High School 3

Lunch ID

0

Clarification of Terms/Fields to be Populated

Display Name	Table & Number	Field Name	Description	Accepted Value(s)
Name (Last)	Users	Last_Name	Enter the teacher's last name.	
Name (First)	Users	First_Name	Enter the teacher's first name.	
Name (Middle)	Users	Middle_Name	Enter the teacher's middle name.	
Preferred Name	Users	PreferredName	Enter the staff member's preferred name, such as a nickname.	
Email Address	Users	Email_Addr	Enter the teacher's full email address.	
Gender	SchoolStaff	Sched_Gender	Enter the correct gender.	F – Female M – Male
Ethnicity	Users	FedEthnicity	Select “Y - Yes” if the staff member is Hispanic or Latino.	Y – Yes N – No

Display Name	Table & Number	Field Name	Description	Accepted Value(s)
Race	TeacherRace (202)	Racecd	Choose one or more options to indicate the race	I – American Indian or Alaska Native A – Asian B – Black or African American W – White (or Caucasian) P – Native Hawaiian or Other Pacific Islander
Reporting Ethnicity	Users	Ethnicity	Specify the staff member's ethnicity by choosing the appropriate ethnicity	
ID	Users	TeacherNumber	Enter the staff member's identification number (required).	
StatePrid (Cert #)	Users	SIF_StatePrid	Enter the teacher's certification number issued by the Office of Educator Services.	
Homeroom	Users	Homeroom	Enter the staff member's homeroom number.	
Homeschool	Users	HomeSchoolID	Displays the designated home school for the teacher.	
Lunch ID	Users	Lunch_ID	Enter the staff member's PowerLunch identification number.	
Home Phone #	Users	Home_Phone	Enter the staff member's home telephone number.	
School Phone #	Users	School_Phone	Enter the staff member's school telephone number.	
Street	Users	Street	Enter the staff member's street name.	
City	Users	City	Enter the staff member's city,	
State	Users	State	Enter the staff member's two-letter state abbreviation,	
Zip	Users	Zip	Enter the staff member's postal code.	
SSN	Users	SSN	Do not populate the SSN field.	
DOB	UsersCoreFields	DOB	Enter the staff member's birth date.	
Staff Type	SchoolStaff	StaffStatus	It is recommended to assign a staff status to each staff member, which makes searching for and selecting staff members more efficient. For a staff member to be associated to a gradebook, they must be listed as a teacher.	0 - Not Assigned, 1 - Teacher, 2 - Staff, 3 - Lunch Staff, 4 - Substitute

Display Name	Table & Number	Field Name	Description	Accepted Value(s)
Active	SchoolStaff	Status	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.	Checked = 1 (Active), Not Checked = 2 (Inactive)
Generation	S_SC_USR_X	Tchr_Generation	Choose the staff's generation, if applicable.	None, II, III, IV, V, Jr., Sr.
Educator ID	S_SC_USR_X	Tchr_ID	Identification number for matching the teacher instructional records to teacher certification records.	

Staff Assignments

Start Page > Staff > Select A Staff Member > Edit Information > Staff Assignment

Staff Assignment - McBoyle, Shenice Vernon A4501

Add Staff Assignment

Position Title	Staff Classification	School	Begin Date	End Date	
Principal	Principal (3)	Test High School 4	08/12/2019	08/17/2020	

Clarification of Terms/Fields to be Populated

Display Name	Table	Field Name	Description	Acceptable Values
Position Title	S_USR_Assignments_C	PositionTitle	Enter in the staff members title at the school or district.	
Staff Classification	S_USR_Assignments_C	StaffClassification	Select the appropriate classification for the staff member.	0 – Blank, 1 – System Administrator, 2 – Superintendent, 3 – Principal, 4 – Administration, 5 – Leader, 6 – Teacher/Specialist, 7 – Staff
School	S_USR_Assignments_C	SchoolID	From the dropdown list of active schools for the staff member, select the school for which the staff member is entering the staff assignment.	
Start Date	S_USR_Assignments_C	BeginDate	Enter the date the staff member began the assignment.	
End Date	S_USR_Assignments_C	EndDate	Enter the date the staff member ended the assignment.	
	S_USR_Assignments_C	UsersDCID		

Transfer Information

Start Page > Student Selection > Transfer Information

Office of Federal and State Accountability

Office of Research and Data Analysis

Introduction

The Transfer Information page includes the student's current and historical school enrollment data. Information here can be used to view a student's school enrollment entry and exit dates within the district

Associated Procedures

Code the Entry Code field as *E (Eligible for State Funding)* or *EEI (Ineligible for State Funding)* based on the consistency of the student's status with funding requirements outlined in the Pupil Accounting Manual and other governing Financial documentation.

Enrolling New PK Students: Select the enrollment code of "E (Eligible for State Funding)" for all 3- and 4-year-old students, whether parents pay the tuition or not.

Transfer Information

Jewett, Bryceon Marie 6 775449 TMS1

Current Enrollment

Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School
08/19/2019 E	06/04/2020	6	Promoted Next School		Test Middle School 1

Previous Enrollments

Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School
08/17/2017 E	06/01/2019 P	5		Promoted Next School	Test Elementary School 4
08/16/2016 E	06/10/2017 P	4			Test Elementary School 4
08/18/2015 E	06/11/2016 P	3			Test Elementary School 4
08/19/2014 E	06/13/2015 P	2			Test Elementary School 4
08/20/2013 E	06/14/2014 P	1			Test Elementary School 4
08/21/2012 E	06/15/2013 P	0			Test Elementary School 4

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.

Clarification of Terms/Fields to be Populated

Display Name	Table	Field Name	Description	Acceptable Values
Entry Date	Students (1)	EntryDate	The date the student enrolls in the school; the first day of instruction.	
Entry Code	Students (1)	EntryCode	The student's enrollment code for funding and state reporting purposes.	E, EEI
Exit Date	Students (1)	ExitDate	This is the date after the student's last day of instruction in the school.	
Exit Code	Students (1)	ExitCode	This code represents the reason for the student withdrawing (transferring out) from the school.	See Exit Code values table
Grade Level	Students (1)	Grade_Level	The grade level to which a student is assigned for the current year at the current school.	-2, -1, 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12
Entry Comment	Students (1)	TransferComment	Potential comments about the student's entry to the school for this enrolment.	
Exit Comment	Students (1)	ExitComment	Potential comments about the student's withdrawal (transfer out) from the school for this enrollment.	
School	Students (1)	SchoolId	Displays the school name associated to the SchoolID.	

Exit Codes Table

Exit Code	Description
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

Exit Code	Description
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
W41	South Carolina High School Credential
W42	Non-Diploma Document
EG	EG Early Graduate
GC	GC Grade Change
NS	No Show
P	Promoted (For End of Year Process)
R	Retained (For End of Year Process)

Edit Current/Previous Enrollment

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

Edit Current Enrollment

Jewett, Bryceon Marie 6 775449 TMS1

Entry Date
08/19/2019

Entry Code
E (Eligible for State Funding)

Entry Comment (entry & exit)
Promoted Next School

Exit Date
06/04/2020

Exit Code

Exit Comment

Full-Time Equivalency
Full Time

Grade Level
6

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.

Submit

Clarification of Terms/Fields to be Populated

Display Name	Table(s)	Field Name	Description	Acceptable Values
Entry Date	Students (1), ReEnrollments(18)	EntryDate	The date the student enrolls in the school; the first day of instruction.	
Entry Code	Students (1), ReEnrollments(18)	EntryCode	The date the student enrolls in the school; the first day of instruction.	E, EEI
Entry Comment	Students (1), ReEnrollments(18)	TransferComment, EntryComment	Potential comments about the student's entry to the school for this enrolment.	
Exit Date	Students (1), ReEnrollments(18)	ExitDate	This is the date after the student's last day of instruction in the school.	
Exit Code	Students (1), ReEnrollments(18)	ExitCode	This code represents the reason for the student withdrawing (transferring out) from the school.	Review Exit Code Values table.
Exit Comment	Students (1), ReEnrollments(18)	ExitComment	Potential comments about the student's withdrawal (transfer out) from the school for this enrollment.	
Full-Time Equivalency	Students (1), ReEnrollments(18)	FTEID	Student's Full Time Equivalency code.	Full Time
Grade Level	Students (1), ReEnrollments(18)	Grade_level	The grade level to which a student is assigned for the current year at the current school.	-2, -1, 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12
Track	Students (1), ReEnrollments(18)	Track	If the school uses tracks, select the track which applies for the student.	A, B, C, D, E, F
District of Residence	Students (1), ReEnrollments(18)	DistrictOfResidence	Enter the correct selection for the district in which the student currently resides.	