

South Carolina Pupil Accounting System

Revised Fall 2011

PART I - INTRODUCTION

Overview

The South Carolina Pupil Accounting System described in this manual is designed to provide the State Department of Education (SCDE) with average daily membership (ADM) reports to support the South Carolina Education Finance Act Of 1977 (EFA).

Purpose

The primary purpose of the Pupil Accounting System is to classify each pupil into one of the pupil classifications described in the EFA. Membership and attendance data will be submitted to the SCDE two (2) times a year. Districts will receive state funds based on the ADM. Final EFA funding is based on the first 135 days of school. The Individual Education Plan (IEP), Speech Participation Forms, and Applications for Homebound Instruction must be on file for all students receiving services in special programs.

Technical Assistance

Questions regarding PowerSchool software and related problems should be referred to local District Technology personnel. If local District Technology personnel cannot answer the question, then they may contact Pearson Premium Support. There are two contacts in each district that may place calls for technical assistance to Pearson Premium Support. All other technical support questions should be submitted to SCDE's Technology Services by entering an IT Support Request after logging into the SCDE Web Site Member Center.

Other Assistance

The Office of Finance will provide assistance with any questions concerning assignment of EFA classification codes. You may call 803-734-8122.

Confidentiality of Information

Student information in the PowerSchool database should be kept confidential with access limited to school personnel involved in the Pupil Accounting System activities.

Other Reference Materials

This manual explains the requirements, classification parameters, and selected legal specifications of the EFA for funding and the PowerSchool computer software. Other PowerSchool manuals available for reference are SRC Users Guide, PowerSchool Basics Guide, PowerSchool Attendance Guide, PowerSchool System Administrator User Guide, as well as online training modules. The PowerSchool Step-by-Step Guide for Running EFA and EIA Funding Reports is available on the SCDE website at

<http://ed.sc.gov/agency/Accountability/Technology-Services/PowerSchoolStateReporting.html>.

This manual is not a substitute for formal training presented by Pearson or SCDE and in no way contains all the information needed to successfully integrate all aspects of PowerSchool with the Pupil Accounting System.

Who Should Report Pupil Accounting

All schools that are accredited through the SCDE, Office of Federal and State Accountability, Accreditation Team, with the exception of career and technology education (CATE) centers, must report through the Pupil Accounting System. CATE centers will report through their feeder high schools to the SCDE. . Alternative School students are reported in their home school. In addition, this manual is applicable to all schools that in any way use PowerSchool-generated information as the source for reporting Pupil Accounting data to the SCDE for EFA funding purposes.

PART II - DEFINITIONS AND ABBREVIATIONS

1. ADA (Average Daily Attendance) - The aggregate number of days present divided by the number of days the school is in session.
2. ADM (Average Daily Membership) - The aggregate number of days in membership divided by the number of days school is in session.
3. Absent - A pupil is counted absent if he/she is not present in class during homeroom, or at the time when attendance is normally taken. If the pupil attends classes later in the school day, the absence may be changed to tardy according to the guidelines set forth in local board policies
4. Class Period - A minimum of fifty minutes of instruction or an accumulation of the equivalency of 120 hours required for a Carnegie Unit of Credit. (R43-172)
5. Data Verification Report - The Data Verification Report validates student EFA information required for the Membership and Attendance Report and Extract. The verification report will list student names and any errors that must be corrected before the Membership and Attendance Extract can be created.
6. Defined Program - Refer to State Board Regulations for specific requirements for each grade level.
7. District Summary Report (For the purpose of the Pupil Accounting System at SCDE and these instructions) - The District Summary Report is a computerized printout produced by the SCDE. It is prepared from data submitted by the districts on the Membership and Attendance Reports. The District Summary Report may be a 45-Day or a 135-Day report.

8. EFA Pupil Classification - This term refers to the funding categories contained in the EFA See Part V of this manual for a complete list of eligible EFA codes
9. Grade - This term applies to the grade a pupil is assigned to during the current school year:
 - a. Nominal Grade Level - It may be necessary to assign pupils who are enrolled in a non-graded school to a grade. The age of the pupil as of September 1st of the current school year minus the number 5 is the nominal grade level.
 - b. Grade Level - The current grade level that a pupil is in during the current school year. A pupil cannot be placed outside the grade span of the school.
10. Homeroom Teacher - For the purpose of the Pupil Accounting System and these instructions, homeroom teacher refers to all teachers who are responsible for taking attendance during the homeroom period or the first period of school, or who are responsible for taking attendance in those schools which do not have designated homerooms.
11. Include This Student in State Reporting - A field on the South Carolina State Information page that impacts the student's inclusion in state reports.
12. Lawful Absence (Excused Absence) - A lawful absence is any absence defined as excused by local board policy. (R43-274)
13. Master Classification List - The Master Classification List is a listing/roster of students' names, grade and EFA classification. This report is supporting detail for the Membership and Attendance Report and Extract and must be retained by the district. This report is generated in PowerSchool at Start Page> Reports> State Reports> SC08 Master Classification List.
14. Membership - Membership is defined as the number of pupils present plus the number of pupils absent. A pupil will be counted in membership on the first day of entrance in an instructional program as an original entry, a re-entry, or a transfer. (R43-172)
15. Membership and Attendance Extract - The extract is a file containing the raw data from the Membership and Attendance Report that will be transmitted to the SCDE for funding purposes. It cannot be created until an error-free Data Verification Report for the Membership and Attendance Extract has been run successfully.
16. Membership and Attendance Worksheet Report - The Membership and Attendance Worksheet Report reflects the number of students by EFA classification. This report is generated in PowerSchool at Start Page> Reports> State Reports> SC07 Membership and Attendance Worksheet.

17. Minimum Hours of Instruction - The instructional year for elementary students must be at least 1,080 hours per year, including lunch. The instructional year for secondary students must be at least 1,080 hours per year, excluding lunch. S.C. Code §59-1-440 (1990)
18. Present - A pupil is counted present if he/she is present in class during homeroom, or at the time when attendance is normally taken. A pupil may also be counted present if he/she attends classes later in the school day and otherwise meets the guidelines for attendance set forth in local board policies.
19. SRC (State Required Code) – South Carolina pages in PowerSchool where South Carolina data is entered for each student. The EFA information is accessed from the PowerSchool student menu, State/Province – SC page, EFA/EIA Classification Information. Reporting and creation of extracts for transmission to SCDE are performed at Start Page> Reports> State Reports.
20. School Year - The normal/regular 180 day academic year.
21. Unlawful Absence (Unexcused Absence) - An unlawful absence is any absence defined as unexcused by local board policy. (R43-274)

PART III - MEMBERSHIP CRITERIA

General Qualification Criteria

A pupil must maintain membership in the appropriate instructional program for the minimum length of the school year. S. C. Code §59-1-440.

A pupil must meet attendance requirements as outlined in the Defined Program.

A pupil shall be dropped from membership on the day when the number of unlawful days absent exceeds ten (10) consecutive days (the 11th day) or when the pupil leaves school because of transfer, death, expulsion, graduation, legal withdrawal, or for any other reason. Notwithstanding any other provision, students with disabilities who have been recommended for expulsion and continue to receive educational services pursuant to Regulation 43-279 (Section V, Part D) shall not be dropped from membership, but should continue to be counted in their special education classification.

Specific Membership Criteria: S. C. Code §59-63-20

Criteria for Kindergarten

1. A pupil must be five (5) years of age on or before September 1 of the current school year in order to be admitted in a kindergarten program.
2. A pupil shall maintain membership in a minimum of 150 minutes of daily instruction or its equivalency for an annual accumulation of 27,000 minutes.

Criteria for Grades 1-12

1. A pupil must be six (6) years of age on or before September 1 of the current school year in order to be admitted to the first grade.
2. A pupil in an ungraded class shall be classified in the grade level corresponding to the pupil's age. See definitions for Nominal Grade Level.
3. A pupil shall maintain membership in a minimum of 200 minutes of daily instruction or its equivalency for an annual accumulation of 36,000 minutes. (R43-172)
4. Block Scheduling membership criteria must be commensurate with services provided. Example: A pupil completes an approved career and technology program in the first semester for a full year of credit. If the second semester curriculum is void of any vocational courses, the pupil's classification must be changed to High School or appropriate EFA classification.
5. It is important to note that, the first day of membership in a school cannot occur until the first day the pupil is present and receives services.

Specific Criteria for Exceptional Program

1. To be counted in membership in an exceptional program, a pupil must be at least five (5) years of age by September 1 of the current school year, except for visually and hearing disabled pupils who must be at least four (4) years of age by September 1 of the current school year.
2. To be counted in membership in an exceptional program, a pupil must be placed in a program in specific compliance with Procedures for Survey, Screening, Evaluation, Placement, and Dismissal of Children Into/Out of Programs for the Disabled.
3. A pupil must maintain membership in a program designed for the appropriate disability and meet the time constraints for regular programs consistent with the provisions of the Defined Program. Refer to item 7 in this section.
4. A pupil in membership in an exceptional program who has been recommended for expulsion will continue to be counted in membership in their special education classification and receive a free appropriate education in accordance with an (IEP), which will include the length of school day. (R43-279, Section V, Part D)
5. An itinerant program is one where specialized instructional materials and/or equipment is delivered within the framework of a regular education setting. A resource room program is one in which mildly disabled pupils are enrolled for a

portion of their education program and receive direct specialized instruction. A self-contained program is one in which the pupil receives full delivery of special education from one teacher. A Homebound/hospitalized program is one in which the incapacitated pupil receives his educational program in accordance with State Board of Education regulations.

6. It is a district responsibility to identify the emergency shelters/group homes/residential treatment facilities in their school district. In order for a student residing in one of these facilities to be classified as a homebound student, the appropriate form should be completed and homebound services must be provided for the number of days the student is eligible for membership. The EFA weighting for a student who lives in an emergency shelter is Homebound 2.10.

If a student has been placed in a facility that is long term, the student should be claimed in their normal classification as long as the student meets the general qualification criteria as stated by the pupil accountability requirements. Only students who have received the minimum service criteria for homebound can be counted in the homebound classification.

7. Minimum number of minutes of instructional time per week or its equivalent for disabled pupils in resource, itinerant, self-contained, and homebound models approved by the State Department of Education are as follows:

	Minutes of Instructional Time Per Week or Its Equivalent
Educable Mentally Handicapped	250
Learning Disabled	250
Orthopedically Handicapped	250
Emotionally Handicapped	250
Visually Handicapped	250
Hearing Handicapped	250
Autism	250
Homebound	250
Speech Handicapped*	50
Trainable Mentally Disabled	**

*Because the minimum number of class periods for speech disabilities is one per week, a speech student may be counted in the speech classification beginning the first day of the week instruction begins provided the student was counted in membership on that day.

**Must meet time constraints consistent with the provisions of the Defined Program.

Specific Criteria for Career and Technology Education (CATE)

1. A pupil must be assigned in grades 9-12 and maintain membership in at least 250 minutes of instructional time per week or its equivalent in an appropriate CATE program approved by the SCDE. (R43-172)
2. A pupil must maintain membership in a minimum of 200 minutes of daily instructional time or its equivalent. (R43-172)

When recording pupil classifications for CATE students, it will be necessary to record the student by the number of CATE classes he/she is attending. Please use the following guideline:

CATE Classes	EFA Code
One Class Period (50 minutes/day or 250 minutes/week)	V1
Two Class Periods (100 minutes/day or 500 minutes/week)	V2
Three Class Periods (150 minutes/day or 750 minutes/week)	V3

Note: Travel/transportation time to and from career centers cannot be counted as a career center class period.

PART IV - PowerSchool INTERFACE

Schools must ensure that the following items have been correctly completed for each student in PowerSchool in order to generate the required information for the Membership and Attendance Report.

PowerSchool Field	PowerSchool Page
1. Last Name	General Demographics
2. First Name	General Demographics
3. Middle Name	General Demographics
4. Grade	Transfer Info
5. Gender	General Demographics
6. Enter Date	Transfer Info
7. Enter Code	Transfer Info
8. Include Student in State Reporting	South Carolina State Information
9. Leave Date(s)*	Transfer Info
10. Leave Code(s)*	Transfer Info
11. EFA Code(s)	EFA/EIA Classification
12. EFA Date(s)	EFA/EIA Classification

* If applicable

Users should refer to the PowerSchool Basics Training Guide for the mechanics of entering students. The PowerSchool Step-by-Step Guide for Running EFA and EIA Funding Reports should be referenced when entering EFA codes and dates.

Enter Codes

The following state defined enter codes are used in PowerSchool. Changes to these codes should not be made.

Code	Description
E	Eligible for funding
EEi	Ineligible for funding

The code EEi should be used for students who are not eligible for funding. They will be excluded from the following items for the time period the EEi enter code is in effect.

- Membership and Attendance Report
- Membership and Attendance Worksheet
- Master Classification List
- Membership and Attendance Extract

Leave Codes

The following state defined leave codes are used in PowerSchool. Changes to these codes should not be made.

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
W33	Withdrawn/Expulsion

W34	Withdrawn/Charter School
W35	Deceased
W36	Dropout
W37	Re-enrollment Next School Year
NS	No Show (No Show/Never Enrolled)
GC	Grade Change in Same Year
P	Promoted (for end of year process)
R	Retained (for end of year process)

When a pupil is transferred in or transferred out of your school, it is advisable to record information such as where the pupil was enrolled before he came to your school, reason for withdrawal, and any other information you deem necessary.

The **Include This Student in State Reporting** setting affects EFA reporting. The following codes are available in PowerSchool for this field. Changes to the available codes should not be made.

Code	Description
Yes	The student is considered for EFA reporting unless the student's enter code is EEI (ineligible for funding).
No	The student is not considered for EFA reporting.

PART V - INSTRUCTIONS FOR ASSIGNING EFA PUPIL CLASSIFICATION CODES

EFA/EIA Initialization

Each student in grades K-12 must be assigned an EFA primary code. Four year old pre-kindergarten students who are classified as VH and HH disabled pupils are eligible for EFA funding. At the beginning of the school year, the EFA/EIA initialization process should be run. This option is located at Start Page> Reports> State Reports> EFA/EIA Initialization in the Miscellaneous section. The Initialization process will delete any existing EFA data for the current school year and a record for the current school year with the default EFA Primary code for the student's grade will be created.

Grade(s)	Default EFA Primary Code	Code
PK	None	
K	Kindergarten	K
1-3	Primary	P
4-8	Elementary	EL

9-12	High School	HS
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The effective date will be the student’s initial enrollment date for that school year for active students.

Entering EFA Codes

The EFA/EIA Classification page is found at Start Page> State/Province – SC> South Carolina State Information Page> EFA/EIA Classification Information and is used to record student EFA/EIA information. The EFA Code Entry tab is used to record EFA information for students.

PowerSchool EFA/EIA Classification
Adair, Brandon 12 3 AGHS1

Version 1.1

EFA Primary: **HO - Homebound**

EFA Secondary Codes

EFA 2:

EFA 3:

EFA 4:

EFA 5:

EFA 6:

EFA 7:

EFA 8:

EFA 9:

EFA 10:

EFA History

Start Date	Stop Date	EFA Primary	EFA 2	EFA 3	EFA 4	EFA 5	EFA 6	EFA 7	EFA 8	EFA 9	EFA 10
06/02/2008	09/21/2008	HS									
09/22/2008	10/23/2008	SP									
10/24/2008		HO									

For students enrolled after the beginning of the school year and after the EFA/EIA initialization has been run, an initial EFA code and effective date must be entered manually. The effective date must match the student’s initial enrollment date for this school year that is not a No Show enrollment.

A pupil can be counted in only one EFA pupil classification on any given day. A pupil whose program of instruction meets the criteria for more than one category shall be counted in the highest weighted category (Primary EFA)

Each pupil must meet all qualifications, both general and specific, as set forth in this manual before he/she may be claimed in membership in one of the EFA pupil classifications.

Proper documentation (Approved IEP's/Placement Forms) must be on file with the pupil's district or school before a pupil may be classified in the Homebound classification or in one of the Handicapped classifications. A pupil may be counted in Homebound classification on the first day the pupil becomes eligible for homebound services. (R43-241). See Appendix One, Homebound Instruction. Districts must document make-up days for homebound.

With the exception of Speech Disabilities, a pupil may not be counted in membership in an EFA pupil classification until the first school day the pupil actually receives appropriate instructional services.

The following codes must be used for recording EFA pupil classifications. The weighting per classification is also included.

Code	Description	Weighting
K	Kindergarten	1.30
P	Primary (grades 1-3)	1.24
EL	Elementary (grades 4-8)	1.00
HS	High School (grades 9-12)	1.25
EM	Educable Mentally Handicapped	1.74
LD	Learning Disabled*	1.74
TM	Trainable Mentally Handicapped**	2.04
EH	Emotionally Handicapped	2.04
OH	Orthopedically Handicapped***	2.04
VH	Visually Handicapped	2.57
HH	Hearing Handicapped	2.57
AU	Autism	2.57
SP	Speech Handicapped	1.90
HO	Homebound	2.10
V1	Vocational 1 (grades 9-12)	1.29
V2	Vocational 2 (grades 9-12)	1.29
V3	Vocational 3 (grades 9-12)	1.29

* Includes Other Health Impaired (OHI/DD)

** Includes Profoundly Mentally Disabled (PMD)

***Includes Traumatic Brain Injury (TBI)

PART VI - ATTENDANCE REPORTING AND RESPONSIBILITIES

General

Proper attendance reporting is the joint responsibility of the classroom teacher, attendance clerk, computer operator, guidance counselor, and school principal. The process of reporting accurate attendance information begins with the classroom teacher. The teacher must accurately report the attendance status of each student in his/her class.

The attendance clerk and assistant principal or school principal should periodically spot check one of the PowerSchool attendance reports to ensure its accuracy.

Attendance Methods

PowerSchool provides two primary methods for recording attendance. The first method is by the teacher in the classroom using PowerTeacher. The other method is by the attendance office or other designee using PowerSchool. Schools must be able to provide adequate documentation to verify every student's first day in attendance.

Attendance Procedures

Prior to the first day of school, the required PowerSchool databases should be in place. Students anticipated to be present the first day of school should have the required information entered as listed in Part IV of this manual.

Students who are present the first day of school and are part of the database require no further action, provided the default EFA code assigned during EFA/EIA initialization is correct. These students will be counted in membership effective the first day of school.





Students who are present the first day but are not part of the database must be added by entering the appropriate data. The teacher must add the student to the approved attendance reporting instrument. These students will be counted in membership effective the first day of school.

Students who are not present the first day but are part of the database should be handled in the following manner:

- a. The student must be designated absent on the attendance reporting instrument.
- b. If the student reports at a later date, the date the student first reports to school and is marked present will become the student's first day in membership. The student's new enrollment date should be entered in PowerSchool on the Transfer Info page. The initial EFA date on the EFA history tab in the EFA/EIA classification page must be changed to match the date the student first reports to school.

PowerSchool

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

Edit EFA History Information    

Adams, Corby 10 4 AGH51

Quick Lookup
Switch Student
List (31)

Information

- Addresses
- Custom Screens
- Demographics
- Emergency/Medical
- Family
- Modify Info
- Other Information
- Parents/Guardian
- Photo
- State/Province - SC
- Transportation

Academics

- Attendance
- Enter Attendance
- Cumulative Info
- Graduation Progress
- Historical Grades
- Honor Roll
- Standards
- Teacher Comments
- Term Grades
- Test Scores
- Truancies

Administration

- District Specific
- Fee Transactions
- Log Entries
- Lunch
- Lunch Transactions

Field	Value
Start Date	06/01/2008
Stop Date	
EFA Primary	HS - High School
EFA 2	
EFA 3	
EFA 4	
EFA 5	
EFA 6	
EFA 7	
EFA 8	
EFA 9	
EFA 10	

Delete Submit

A “no-show” student is one who does not show up on the first day of the new school year as expected (enrolled and scheduled for classes). The proper code is NS and the exit day of the new school year for that school. The student must be no-showed before the end of the first day of school.

Start Page > Student Selection > Transfer Information

Transfer Information
Bell, Testcase 2 -1 98711 JEFE Transferred Out

Current Enrollment						
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School	
8/17/2009 E	8/17/2009 NS	-1			Jefferson Elementary	

Previous Enrollments						
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School	

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

Absence Computation Options

SCDE has prepared the PowerSchool Attendance Setup Manual to assist districts in the proper setup of PowerSchool for attendance recording and reporting. In PowerSchool, all absence reasons are not required to be counted as an absence for SRC reporting. Your local school board will determine which absence reasons are counted as an absence. The Attendance Code page indicates which absence reasons are included in

PowerSchool attendance reports and SRC reports. This page can be accessed from the School Setup.

The screenshot shows the 'Attendance Codes' configuration page in PowerSchool. On the left is a navigation menu with 'Functions' and 'Setup' sections. The main area contains a table of attendance codes. A 'New' button is at the top of the table. A red arrow points to the 'Sort' dropdown for the 'Field Trip' code.

Code	Description	Teachers Assign	Counts ADA	Presence	Sort
	Present	Yes	Yes	Present	1
A	Absent	Yes	Yes	Absent	2
T	Tardy	Yes	Yes	Present	3
P	Parent Excused	Yes	Yes	Absent	4
U	Unexcused		Yes	Absent	5
S	School Excused	Yes	Yes	Present	6
I	In School Suspension		Yes	Present	7
O	Out of School Suspension		Yes	Absent	8
X	Truant		Yes	Absent	9
V	Vacation		Yes	Absent	10
F	Field Trip		Yes	Present	

If a school is set up for Meeting Attendance only in Attendance setup, the presence of an absence code in the all day field takes precedence over an absence code in a period field. In order for the student to be counted absent, the absence code in the all day field must be an absence reason that is counted as an absence. If the all day field is left blank, all periods must be coded with an absence reason that is counted as an absence in order for the student to be counted absent. If a significant period is specified for taking attendance, the All Day field will be updated automatically based on the significant period for that selected day in the attendance calendar.

PART VII - SPECIAL CONSIDERATIONS

Primary EFA Pupil Classification

If a student qualifies for a change in EFA Pupil Classification during the school year, the new classification code and effective date should be added on the EFA Code Entry page. The EFA History page should only be used to make corrections to previously entered EFA data. Only the primary EFA classification code is used to compile membership days for EFA funding.

Secondary EFA Pupil Classification

There are nine secondary EFA code fields that allow you to track additional EFA classifications for a student. These are used for district informational purposes only and are not used for EFA funding.

Grade Changes

If a student's grade changes during the school year, the grade change is made at Start Page> Functions> Create New School Enrollment. Use 'GC' as the exit code for the old enrollment. The enter date for the new grade enrollment should be the same date as the exit date for the old grade enrollment. You must remember to check the EFA code on the EFA/EIA Setup page to verify that the EFA code is valid for the new grade at Start Page> Reports> State Reports> EFA/EIA Setup under the Miscellaneous heading at the bottom of the page. You will not be prompted by PowerSchool to review EFA data when you make a grade change; however, when the data verification report is run an error will be generated if the student's EFA code is not correct for the student's new grade level.

Start Page > Student Selection > Transfer Information (Last Login)

Transfer Information
Bell, Angela ssb test 0 87452 JEFE

Current Enrollment						
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School	
9/1/2009 E	6/19/2010	0			Jefferson Elementary	

Previous Enrollments						
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School	
8/17/2009 E	9/1/2009 GC	1			Jefferson Elementary	

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.

Pupils Who Receive Services from More Than One School

If a pupil receives services at two public schools simultaneously, only the student's home school may report this pupil for EFA funding.

Self-Contained Special Education Students

Districts shall have the option of maintaining data for self-contained classes. This student served in a self-contained classroom is denoted by entering a date in the self-contained date field at Start Page> State/Province-SC> South Carolina State Information. The following reports may be run for self-contained students:

- Membership and Attendance Report

- Membership and Attendance Extract
- Membership and Attendance Worksheet.

Waiver Under the Instructional Year Regulations/Emergency Conditions

Neither the SCDE nor the State Board of Education has the power to excuse or grant a waiver of days of the one hundred eighty (180) days to be used for student instruction. The decision is based upon S.C. Code §59-1-420 and S.C. Code §59-1-430, as amended. A request must be submitted to the General Assembly for legislative action for exemption of the days as a result of extreme conditions.

Make-up Days

Days missed due to unusual circumstances such as ice, snow, etc. may not be made up on Saturdays. School holidays may be used as make-up days, or the end of the school year may be extended by the number of days missed. Days on which school was previously scheduled but are subsequently missed due to unusual circumstances must be designated a Non-School Day. The 135-day ADM is the first 135 days of school that a school is in session. If a waiver for missed time is granted or your district is required to make-up days, the following steps must be taken to change the school calendar.

1. For the actual days that school was not held, make those days non-school days. No attendance should be recorded for those days so there will be no adverse effect on the Attendance and Membership Reports.
2. If your district is required to make-up days missed, you must change non-school days to school days. These days may have been previously designated in-service days, spring break days, or they may simply be days added to the end of the school year. The days used for make-up are at the discretion of each district.
3. The days for which a waiver is granted should be added as non-attendance days to the end of the school calendar. This should give a total of 180 days in the school calendar.

Accounting for Pupils Who Maintain Full-Time Attendance at a School Outside Their Home District

A pupil's home district is the district in which he would attend school under normal circumstances. In those cases where a pupil attends school outside his home district, the district which is to receive state funds for the pupil must report his membership. Students who transfer to the SC Public Charter School District, South Carolina Department of Corrections or the South Carolina Department of Juvenile Justice, must be withdrawn from membership in the home district under the procedures governing student transfers to another school district. Membership and attendance will be reported by these schools. With approval of the SCDE, a student who receives instructional services in a non-state supported school because the student has been classified as disabled will be reported for

membership through his home school. Support documentation must be maintained at the home school.

PART VIII - SUBMISSION OF REPORTS

The submission of the Pupil Accounting Membership and Attendance Extract to the SCDE is required at the 45th and 135th days of school. Extracts will be submitted by the District Technology coordinator via SWEET (SAS!xp Web Extract and Export Tool). Questions concerning the use of SWEET should be submitted to IT Technology.

When submitting extracts, schools must run the Data Verification Report for the Membership and Attendance Extract and correct any errors before the extract can be created and submitted to the SCDE by the district. The user must also select the extract that the SCDE should use to calculate funding for the current reporting period.

Select EFA/EIA Funding Extract

This page lists the 45 day and 135 day Membership and Attendance and Cumulative Class extracts created for this school for the selected school year. Please select one of each to be used for state funding.

Warning: A change to your selection should not be made after the state data collection has ended.
If no extracts are displayed, be sure a school is selected.

Membership and Attendance

45 Day Membership and Attendance Extract
Date/Time Created

- Nov 20, 2009 10:45:22 AM
- Nov 20, 2009 11:42:01 AM
- Nov 23, 2009 2:33:50 PM
- Nov 23, 2009 3:18:17 PM
- Nov 23, 2009 3:54:44 PM
- Nov 25, 2009 2:03:09 PM

135 Day Membership and Attendance Extract
Date/Time Created

Cumulative Class Extract

45 Day Cumulative Class Extract
Date/Time Created

- Nov 20, 2009 9:57:45 AM

135 Day Cumulative Class Extract
Date/Time Created

****Please note that a change to your extract selected for funding should not be made after the state data collection has ended.**

The SCDE, Office of Finance, will mail a printout of the District Summary Report and one copy of the School Report after the required reporting cycle has been completed. The district must retain the District Summary Report and the School Report for Audit requirements. It is recommended that schools should verify the totals on the School

Report sent to them from the Office of Finance to the Membership and Attendance Report at the district.

District and school personnel with appropriate access may also view reports of their extracts that been selected for funding and submitted to the SCDE on SCDE's web site at <http://ed.sc.gov> in the Data Reporting and Quality application. A Membership and Attendance report in the same format as the report in PowerSchool is produced from the submitted extracts.

If errors are noted, the school should make corrections to the student data in PowerSchool and generate an error-free Data Verification Report for the Membership and Attendance Extract. When the newly created extract is correct, select this extract as the one to be submitted for funding. Districts may then submit another Membership and Attendance Extract to the SCDE. The student count should not be reduced unless there is an error in counting or an ineligible student is counted.

The Membership and Attendance Report may be reprinted from the Membership and Attendance Extract by the district at Start Page> Reports> State Reports > Mem and Att from Extract. The Membership and Attendance Extract is retained at the district once the Extract has been submitted to the SCDE.

PART IX - RETENTION OF RECORDS AND AUDIT REQUIREMENTS

This section contains audit information for both Student Accountability and Membership and Attendance.

Schools and districts utilizing PowerSchool must maintain adequate backup and support documentation to allow for reconstruction and verification of data submitted to SCDE for the Pupil Accounting System.

The entire PowerSchool directory at the district installation of PowerSchool must be backed up on the 180th day of school and at the completion of Summer School, if applicable. Proper identification of this backup is essential (i.e. school year, district number, date, etc.)

If your district is selected for an audit, you must be able to provide a copy of this data backup to the Office of Finance, Auditing/EFA Section when requested. If audited, the Office of Finance, Auditing/EFA Section will provide you with instructions on how to provide this data to them. As a security measure, it is strongly urged that at least two copies of the backup be made and be stored in separate locations.

The following printed documents must be retained for the 45th day and the 135th day in addition to the backup:

- Membership and Attendance Report
- Membership and Attendance Report Worksheets
- Master Classification List (Alphabetically by Grade)
- Data Verification Report for Membership and Attendance Extract

It is highly recommended that paper records be retained to assist school personnel in the task of reconstructing membership and attendance data in the event that the backups are either unavailable for audit or fail to properly restore. This documentation should include student name, EFA classification, grade, and student's attendance.

Appropriate IEP's, biographical information and grade transcripts must be part of the student's record. If he/she transfers to another school within the same district, the receiving school must maintain the permanent record. The school from which the student transfers (other than through the normal year-end promotional process) must maintain a partial record to include the transferred student's name, data of transfer/withdrawal and the school to which the permanent record was forwarded. Schools must maintain copies of the permanent records of students who transfer to other school districts or who have departed the school district for any other reason.

For pupils claimed in membership in the Homebound classification, a copy of the approved Homebound Application must be retained. Pupil membership reported in disabled classifications must be supported by an Individualized Education Plan, as well as copies of the Parental Permission for placement.

The above items of documentation (both hard copy and PowerSchool data backup) must be retained for a period of five years after the last day of the fiscal year to which they apply. All Pupil Accounting System and Student Accountability System information is subject to periodic on-site audits by SCDE personnel. It is essential that the procedures outlined are followed and the necessary documentation retained to support the school's Membership and Attendance Report and the Student Accountability Report.

In the event that the required documentation is lost, stolen, destroyed or otherwise unavailable for audit, reconstruction or regeneration of the records or reports to substantiate the school district's entitlement to state funds is the responsibility of school district personnel. Failure to follow these procedures may result in audit exceptions requiring the repayment of state education funds.

APPENDIX ONE

Homebound Instruction

State Board of Education Regulation 43-241 has been amended in its entirety. Copies of the new regulation were mailed to Superintendents on June 15, 1995.

Procedures to follow under the Pupil Accounting System

1. Proper documentation must be on file with the pupil's district or school before a pupil may be reported in the Homebound classification. The homebound instruction form must be signed by a licensed physician and approved by the District Superintendent or his designee. (A Certified Nurse Midwife (CNM) does not meet this requirement).
2. A student is eligible for homebound instruction (1) on the day following his/her last day of school attendance or (2) on the first day of the regular nine-month academic year of the school in which he/she would otherwise be enrolled if he/she is unable to begin the school year. He/she remains eligible (1) until the day before he/she returns to school or (2) until the last day of the regular academic year in the school year he/she would normally be enrolled, whichever occurs first.
3. A pupil may be counted in Homebound classification on the first day the pupil becomes eligible to receive instructional services. If there is a delay in offering services (such as the pupil is physically incapable of receiving instruction, difficulty in finding a teacher, etc.), and the approved pupil does not receive the minimum of one period per day of homebound instruction, during the pupil's eligibility for such instruction, then the pupil is eligible to have those periods made up not later than the last day of the regular school year. To receive funding, the pupil must be classified homebound between the first and 135th day of school for the approved number of periods. Homebound instruction forms approved after the 135th day of school will not be funded.

Example: The pupil is approved for 15 days of homebound instruction. He/she receives only 10 periods of instruction during the approved 15 days. The remaining eligible periods are made up after the original 15 days approved for instruction. You may classify the pupil as homebound from the first day of the approved 15 days until the 15th day.

4. Make up periods may occur after the pupil returns to school provided the make up periods are not during the hours of the regular school day.
3. Each school district must maintain either the Report of Homebound Instruction form provided by the SCDE or each district may institute their own accountability measures to verify the instruction provided to homebound pupils. However, the district's form must provide the same information required on the SCDE's Report of Homebound Instruction form. These measures will be subject to audit by SCDE personnel. Documentation must be maintained for a period of five (5) years.

**Students Who Temporarily Reside In Emergency Shelters
(Funding Documentation Form)**

NOTICE: The information on this form is confidential, intended for the named recipient(s) and may contain information that is (i) proprietary to the sender, and/or, (ii) privileged, confidential and/or otherwise exempt from disclosure under applicable South Carolina and federal law, including, but not limited to, privacy standards imposed pursuant to the Family Education Rights and Privacy Act (FERPA). Receipt by anyone other than the named recipient(s) is not a waiver of any applicable privilege. If you have received this form in error, please destroy it immediately.

Confidential Information

SECTION I – STUDENT INFORMATION: To be completed by school district personnel and/or emergency shelter personnel

Student's Name:	Date of Birth:	Age:	Grade:
Date of Enrollment:			
Is this student classified as disabled? Yes ___ No ___	Social Security Number:	Current School District:	
		Current School:	

SECTION II – PLACEMENT INFORMATION: To be completed by the *Emergency Shelter Provider*

Emergency Shelter Provider Information:
Start date of residing in emergency shelter after enrollment in school: ____/____/____ Date of exiting emergency shelter: ____/____/____
Please indicate the total number of <u>school days</u> the student resided in the emergency shelter as of the local educational agency's 135 th day: _____
I certify that the above information is accurate and correct. Emergency Shelter Director's signature: _____ Date: _____
Emergency Shelter's Address:
Phone Number: _____ Fax: _____

SECTION III – AUTHORIZATION To be signed and dated by the District Superintendent or Designee

I certify that this student has met all criteria for participation in the school-weighting program for students temporarily residing in emergency shelters pursuant to the Domestic Violence Protection Act of 2003. Superintendent's or Designee's Signature: _____ Date: _____

Directions for District Personnel: This form is used solely for funding purposes and the information contained on the form must be kept confidential and secure. For state funding allocation purposes, data must be entered into PowerSchool by the 135th day Membership and Attendance report. The form must be completed in its entirety in all sections for field audit requirements. Pursuant to the Domestic Violence Act of 2003, the Education Finance Act (EFA) weighting for a student who lives in an emergency shelter is (HB 2.10). The student temporarily residing in an emergency shelter is to attend school in the local school district where the shelter is located unless other arrangements have been agreed upon. During the school year, the student is eligible for the weighting of (HB 2.10) on the first day of residence in the emergency shelter after enrollment in school and up to the last day of residence in the emergency shelter. Repayment of state funding by the district may result if students have exited the emergency shelter and the EFA weighting has not been updated by the school to accurately reflect the student's change of classification. This form must be kept on file for five years.