

45th & 135th Day To Do List

- All students should have a default EFA code entered - <https://sccharter-public.sharepoint.com/Documents/PowerSchool%20Documents/Adding%20EFA%20Weights.pdf>

- Default Classifications

Grade (s)	Default EFA Primary Code	Code
0	Kindergarten	K
1-3	Primary	P
4-8	Elementary	EL
9-12	High School	HS

- Some students with disabilities may be able to use an exceptional program code according to the *2011 South Carolina Pupil Accounting System manual* as the EFA Primary code instead of the default grade level. To determine if the student meets the requirement to use the disability code as their EFA Primary they must meet the minimum number of minutes of instructional time per week or its equivalent for disabled pupils resource, self-contained and homebound models per the SCDE.

Exceptional Disability Program	Minutes of Instructional Time Per Week	Weighting	EFA Code
Educable Mentally Handicapped	250	1.74	TM, EM
Learning Disabled	250	1.74	LD, OHI, DD
Orthopedically Handicapped	250	2.04	OH, TBI
Emotionally Handicapped	250	2.04	EH
Visual Handicapped	250	2.57	VH
Hearing Handicapped	250	2.57	HH
Autism	250	2.57	AU
Homebound	250	1.00	HO
Speech Handicapped	50	1.90	SP
Trainable Mentally Disabled	**	2.04	PMD

**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.*

3. Some students can be classified with the vocational EFA code as the EFA Primary if they take a specified CATE course that is defined by the 2015-16 SC Activity Course Code Manual that is taught by a certified CATE teacher.
4. After entering in EFA codes run EFA/EIA Query to make sure all active students have an EFA code - <https://sccharter-public.sharepoint.com/Documents/PowerSchool%20Documents/South%20Carolina%20EFA%20Query.pdf>
5. After the school has verified that all students have a selected EFA Primary code the school should then run **SC01 Data Verification** state report to make sure that none of the EFA Primary selections conflicts. <https://sccharter-public.sharepoint.com/Documents/PowerSchool%20Documents/PS%20Running%20SC01%20State%20Report.pdf>
6. Once there are 0 error on the SC01 Data Verification state report the school then will run, file, print, and store the SC02-SC09, SC27, SC28, SC30 state report and send a copy to William or Zenobia.
 - SC02 Cumulative Class Report – <https://sccharter-public.sharepoint.com/Documents/PowerSchool%20Documents/SC02%20Cumulative%20Class%20Report.pdf>
 - SC03 Cumulative Class List – <https://sccharter-public.sharepoint.com/Documents/PowerSchool%20Documents/SC03%20Cumulative%20Class%20List.pdf>
 - SC04 Daily Activities Log - <https://sccharter-public.sharepoint.com/Documents/PowerSchool%20Documents/SC04%20Daily%20Activities%20Log.pdf>
 - SC05 Daily Activities Summary Log - <https://sccharter-public.sharepoint.com/Documents/PowerSchool%20Documents/SC05%20Daily%20Activities%20Summary%20Log.pdf>
 - SC06 Membership and Attendance Report - <https://sccharter-public.sharepoint.com/Documents/PowerSchool%20Documents/SC06%20Membership%20and%20Attendance%20Report.pdf>

- SC07 Membership and Attendance Worksheet Report - <https://sccharter-public.sharepoint.com/Documents/PowerSchool%20Documents/SC07%20Membership%20and%20Attendance%20Worksheet.pdf>
- SC08 Master Classification List - <https://sccharter-public.sharepoint.com/Documents/PowerSchool%20Documents/SC08%20Master%20Classification%20List.pdf>
- SC09 Mem and Att from **Extract** – Located on The BookShelf: [SCPCSD Funding Report Guide Instructions SC06 & SC02](#)
- SC27 Add-On Weightings List - <https://sccharter-public.sharepoint.com/Documents/PowerSchool%20Documents/SC27%20Add%20On%20Weightings%20List%20Report.pdf>
- SC28 Add-On Weightings Select Funding **Extract** - <https://sccharter-public.sharepoint.com/Documents/PowerSchool%20Documents/SC28%20Add%20On%20Weightings%20Report.pdf>
- SC28 & SC30 Add-On Weightings Select Funding Extract – Located on The BookShelf: [14-15 Add Weighting-On Update and Report Instructions](#)

* There are two custom SQL reports that can be run to verify students with Add-On Weights.

- System Reports > sqlReports 4 > Data Review
 - Add-on Weighting HA/GT Report - List Students with a High Achieving record(s) or Gifted Talented selected.
 - Add-On Weighting Summary Report – List students with an identified Add-On Weight of Academic Assistance (AA), High Achieving (HA), Limited English Proficiency (LEP) and Poverty (excluded – Poverty is not determined in PowerSchool).

7. Email William and Zenobia a signed copy of your schools SC02 (*if applicable*), SC06, SC28, and SC30 state reports.

- SC02 - <https://sccharter-public.sharepoint.com/Documents/PowerSchool%20Documents/SC02%20Cumulative%20Class%20Report.pdf>
- SC06 - <https://sccharter-public.sharepoint.com/Documents/PowerSchool%20Documents/SC06%20Membership%20and%20Attendance%20Report.pdf>
- SC28 - [14-15 Add Weighting-On Update and Report Instructions](#)
- SC30 - [14-15 Add Weighting-On Update and Report Instructions](#)

8. Free & Reduced Lunch Status (*Export Using Template*)

- Start page select ALL students > Special Functions > Importing & Exporting > Export Using Template > “Students” from drop down menu > “Lunch Status” template > Submit.

- Poverty is not pulled out of PowerSchool the SCDE determines the Poverty percentage for each district. This information is sent to the finance department of each district.

9. QDC1 - 4

- Data Collections Manual - https://sccharter-public.sharepoint.com/Documents/PowerSchool%20Documents/SC_PowerSchool_Data_Collection-Specific_Fields_Combo_Manual_2015-16_FINAL.pdf
- Quick Export Data - <https://sccharter-public.sharepoint.com/Documents/PowerSchool%20Documents/Quick%20Export.pdf>
- Enrich – Further documentation will be added in the upcoming week or so.
- Data Quality Reporting (DQR) – TBD. In previous years we used the DQR to view validation errors in PowerSchool. This year the SCDE wanted to use Enrich to run and update validation reports. *(This will be updated once SCDE has finalized their decision.)*

Things to keep for 5 Years

Membership & Attendance Report
 Membership & Attendance Worksheet
 Data Verification Report for Membership & Attendance Extract – Error Free
 Master Classification List (Alphabetical) – Error Free
 Cumulative Class Report
 Cumulative Class List
 Data Verification Report for Cumulative Class – Error Free
 Appropriate Disabilities Notification for Special Education Student Classifications
 Special Education EFA Verification Report
 Approved Homebound Applications - <https://sccharter-public.sharepoint.com/Pages/MedicalHomebound.aspx>

Disclaimer: This is a minimum school list, as directed by the district level. School task may vary. Documentation on these pages is subject to change and to assist with mandatory data entry and the retention of historical data in PowerSchool.