

# **Student Record Collection**



**2015 – 2016**

**Washington County Public Schools**

# Agenda

- ❑ SRC Overview
- ❑ Changes with PowerSchool
- ❑ Changes to Data Elements
- ❑ Code Changes
- ❑ Language Changes
- ❑ Changes to Calculating Dropouts
- ❑ Elements Reminders
- ❑ Other Data Reminders
- ❑ Format Reminders
- ❑ Data Validation
- ❑ Fall Checklist
- ❑ FAQs
- ❑ Contacts and Resources

# SRC Overview

The SRC is collected four times a year

- **Fall:** The Fall SRC submission should include student records from the first day of school up through October 1st. This data collection is primarily used to calculate Fall Membership as of 9/30. The Fall submission must also include records for students that were active on the previous End-of-Year submission.
- **Spring:** The Spring SRC submission should include student records up through March 31st. This data collection is primarily used to calculate the March 31st Average Daily Membership.
- **EOY:** The End-of-Year submission should include student records up through the last day of school. Note: The last day of school is a “logical” date and not a calendar date because of the variation in school calendars.
- **Summer:** The Summer submission should only include records for students that graduated during the summer session.

# Changes from PS v7.11 to v8.3

- District Calendar “push” used for snow day adjustments
- Document Attachments may be used to store 3Day Letters
- Field Level Security
- Enhanced PowerSchool Search
  - ▣ Advanced Search checkbox
  - ▣ Stored Searches
  - ▣ Stored Selections
  - ▣ Student Search Codes visible with View Field List
- PowerTeacher v2.8 Gradebook Launch – contact ITRT

# Changes to Data Elements

- Yearly Data Elements cleared at start of each year...
  - ▣ Gifted Referral Flag
  - ▣ Advanced Placement Code
  - ▣ Career Pathway Code
  - ▣ LHGS Serving District/Serving School
  - ▣ Retention Flag
  - ▣ Truancy Conference Flag
  - ▣ Initial Primary Nighttime Residence Code (cleared on 8/7)
  - ▣ Home Room (updated as of 8/10)
  - ▣ Grade Code (done on 8/31)
  - ▣ Car Permit fields (only if requested - export existing data, update, mass import)
  - ▣ Home Room (update from current schedule for reports and new library system)

# Code Changes

- New Codes...
  - ▣ Military Connected Student Code
  - ▣ PK Funding Source
  - ▣ School Choice Status Code (WCS does not use this code)
  - ▣ Virtual Virginia Tuition Paid Code
- Retired Codes, but still in use...
  - ▣ Foster Care (SpEd use)
  - ▣ Retention (EOY use)
  - ▣ Neglected/Delinquent Flag (fully retired)

# New Codes...

*These are found on the Edit Current Enrollment page.*

W8 Reason Code   
(Dropout Reason)

School Choice   
Status Code

Military   
Connected  
Student Code

PK Funding   
Source

*These are found on the General State Information page.*

W8 Reason Code (none)  
(Dropout Reason)

Retained

Tuition Paid Code

Non-public Student FTE (none selected)

# Military Connected Students Code

- The 2015 Virginia General Assembly passed legislation (HB 2373 and SB 1354) that requires the Department of Education to establish a process for the identification of newly enrolled uniformed services-connected students by local school divisions.
- This identification is critical to best serving our military families
  - ▣ Will allow schools to target unique support services to students
  - ▣ Will provide localities with reliable and accurate data to seek grant funding.
- While the legislation called for the “identification of newly enrolled uniformed services-connected students,” the Department encourages school divisions to collect this important information for *all* students on an *annual* basis, providing for more accurate and efficient data to assist our military families.



# Military Connected Students Code

A state assigned code to identify students who have a parent in the uniformed services.

- 1=Student is not military connected
- 2=Active duty; student is a dependent of a member of the Active Duty Forces (Army, Navy, Air Force, Marine Corps, Coast Guard, or National Guard, the Commissioned Corps of the National Oceanic and Atmospheric Administration, or the Commissioned Corps of the U.S. Public Health Services) – *receives higher priority if another parent is in the reserve*
- 3=Reserve; student is a dependent of a member of the Reserve Forces (Army, Navy, Air Force, Marine Corps, Coast Guard, or National Guard)
- Due Fall, Spring, EOY.

# Military Connected Students Code



For Office Use Only - Page 2  
District Office

15-16 Home Room: \_\_\_\_\_  
Gender: M Grade: 12 960909379

## **Parent/Guardian Information**

Relationship: **Mother**

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: **Abingdon**

State: **VA**

Zip Code: **24211**

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Active Military: **No**

Reserve Service: **No**

Email Address: \_\_\_\_\_

Legal Guardianship: **Yes**

Student Resides With: **Yes**

## **Parent/Guardian Information**

Relationship: **Father**

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: **Abingdon**

State: **VA**

Zip Code: **24211**

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Active Military: **No**

Reserve Service: **No**

Email Address: \_\_\_\_\_

Legal Guardianship: **Yes**

Student Resides With: **Yes**

*Collect the data  
from the Student  
Information Update  
Form during  
registration.*

Please use this space to add any important notes for school officials:

# PK Funding Source Code

A state assigned code to identify the funding sources of public PK students. This includes all PK students whose placement (public or private) is paid for with public funds.

- 1=Head Start
  - 2=Early Head Start (use this if only program for student)
  - 3=VPI
  - ~~4=VPI+~~
  - 5=Special Education Preschool
  - 6=Early Intervention Services Part C (1619 grant)
  - 7=Title I
  - ~~8=Local Funding for VPI Placement~~
  - ~~9=Local Funding for VPI+ Placement~~
  - ~~10=Local Funding for Other Public Preschool Program~~
  - Due Fall, Spring, EOY.
- We are working to identify which codes are applicable to WCS and to update the registration form used to collect this information.

# PK Funding Source Code

- A new element to identify the funding sources of Pre-Kindergarten (PK) students.
- The purpose of this elements is to improve the data used in evaluating publicly-funded PK programs for public PK students in both public and private settings.
  - ▣ Note: This should be reported for PK students for which you receive public funds that are placed in a private setting.

# PK Funding Source Code FAQ

**Question 1:** When do we use codes 8 (Local Funding for VPI Placement) and 9 (Local Funding for VPI+ Placement)?

**Answer:** You probably will never use these codes. These are general categories that could mean different things to different divisions (an “other” category). We may consider removing these next year, but we wanted to include them for this year and follow up with the divisions that are using them after we analyze the data.

# PK Funding Source Code FAQ

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**Question 2:** If a student's placement is funded through multiple sources, which code should we use?

**Answer:** If a student's placement is funded through multiple sources, you should always report VPI (3) and VPI+ (4) first. If you have multiple sources and neither is VPI or VPI+, then you should choose the source where the majority of funds are being spent.

# Virtual Virginia Coding

- To better identify students participating in the Full-Time Virtual Virginia Pilot Program
  - ▣ Program has been assigned its own Division and School Code.
- Responsible Division/School will be the resident Division/School and Virtual Virginia will be the Serving Division/School.
- These students will be reported the same way that Regional Center students are reported (except using Tuition Code 18).

# Virtual Virginia Coding

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- This data will be used for VA Board of Education reports to the Governor and the General Assembly.
- This code will not be used for students who take a few Virtual Virginia Courses along with courses offered at the LEA.



# Virtual Virginia Coding

- New Full Time Virtual Program Code
  - ▣ Added: 8 = Participates in the full time Virtual Virginia program.
- New Division/School Code
- Change the language for Tuition Code 18
  - ▣ Currently: “Tuition waived; applicable only to students served through a Full-Time Virtual Program”
  - ▣ Changed to: “Virtual Program (full-day or part-day programs: Virtual Virginia or approved MOP)”.

# Virtual Virginia Coding Scenarios

Student resides in-district and participates in the full time Virtual Virginia pilot program:

- Responsible Division = default (blank, 094)
- Responsible School = default (blank)
- Active Status Code = A
- Entry Code = E119
- Entry Date = <first day of school>
- Full Time Virtual Virginia Program Code = 8
- Tuition Paid Code = 18

# Language Changes (reminders)

- Exit/Withdraw Code
  - ▣ Required if the Active Status Code is “I” or “**N**”.
  - ▣ ***Ensure NO SHOW students have an Exit Code***
  - ▣ Search using this string:
    - /EntryDate>=8/10/2015; Enroll\_Status#0; ExitCode=
- Exit/Withdraw Date
  - ▣ Required if the Active Status Code is “I” or “**N**”.
  - ▣ ***No SHOW students have the same date for both the entry and exit dates.***
- Unexcused Absences
  - ▣ The number of unexcused absences, **as defined by local policies**, the student has accumulated during the current year.

# Changes to Calculating Dropouts

- State Operated Program specifics
- Students with an Exit Code of W411 (Transfer to a State Operated Program) need to be investigated to provide current placement on SRC.
  - A new SRC edit will require that students coded with a W411 be reported on following EOY SRC collections.
  - This is similar to the current edit for students coded with an Exit Code of W9xx. They will be placed into a “holding” status that prevents them from becoming dropouts until they are reported with a W880 or other appropriate code.

# Changes to Calculating Dropouts

- Students with disabilities specifics
- Students with disabilities that return to attempt **another** degree, and do not stay enrolled, **will not** be included in the annual dropouts.
- **Example:** *A student with disabilities earned a Special Diploma in 2014-2015 and returns in 2015-2016 to attempt a Standard Diploma. Unfortunately, the student did not complete the requirements and withdrew from school mid-year.*
- This student should be coded with a Grad/Completer code= 10, an Exit/Withdrawal code= W880, and the appropriate Exit/Withdrawal date.
- If the student remains enrolled until the end of the year, you will not have to drop them. Use the Grad/Completer code=10 on the EOY SRC.

# Elements Reminder

## Initial Primary Nighttime Residence Code

- ▣ A code to identify the initial primary night residence when the student was identified as homeless at any time during the school year.
- ▣ Values available:
  - blank = Not identified as a homeless child or youth,
  - 1 = Unsheltered
  - 2 = Shelters
  - 3 = Doubled-up
  - 4 = Hotel/motel
- ▣ Data validation:
  - Blank or a valid state assigned code
  - If not blank, then Disadvantaged Status Flag must be set to Y by the SIS Tech
    - /VA\_PrimNight\_ResCode#;VA\_Disadvantaged=
  - If not blank on Fall, then must be identified as homeless on Spring and EOY
  - If not blank on Spring, then must be identified as homeless on EOY

# Other Data Reminders

- Ethnicity and Race – If parent refuses to classify student it is up to the principal to determine classifications.
- State Testing Identifier – Karen Gilbert will be checking for blank STI's on a regular basis. Work with her if they are not reconciled in a timely manner.
- Leave Unverified Absences as is, they are considered unexcused.
- Report truancies as they occur and mark the Truancy Flag whenever a conference is held.

# Format Reminders



The following formats must be used in PowerSchool for SRC reporting to be submitted successfully.

Date – 08/15/2015

Birthday – 08/15/2000

Phone – (222) 333-4444

SSN – 222-22-2222



# Data Validation

- Expected formats produce alerts when not satisfied

DOB

12042000



(MM/DD/YYYY)

▲ Not a valid date

Gender

Female ▼

\*

Student number

(If this field is left blank, the system will assign the Student Number)

Social Security  
Number

447029999

Phone Number

2767393065

▲ Expected value or format: (###) ###-####

# FALL Checklist

- ❑ Due Date: October 1, 2015
- ❑ Person entering data initials item to right of element
- ❑ Data clerk checks off each item after using Search Tips to verify the data
- ❑ Perform the Search Tips again to ensure the data is verified even after the snapshot date
- ❑ Coordinate with Lisa Okes to ensure any changes are also made to the Fall SRC report

# FAQS

## □ If a student graduates school early in the year, do I exit him/her?

- YES, if students graduate with a Standard, Advanced or IB diploma in the Fall or the Spring you must exit these students with a W731 at that time.
  - If they are continuing school, they will need to be re-enrolled as a Post Graduate and are no longer eligible for ADM.
  - Definition of Postgraduate: pupils who remain in or return to school after receiving a one of these three diplomas (Standard Diploma, Advanced Studies Diploma, or International Baccalaureate Diploma).
- NO, if special education students earn a diploma/certificate that is not one of the 3 recognized diplomas in the Standards of Accreditation (such non-recognized diplomas are the Special and GED) you do not withdraw them early. They may continue to be counted in March 31 ADM (if they return to school) until age 22 or until they receive an official diploma.
- NO, if school-age GED students return for a regular diploma, they may also continue to be counted in ADM and should not be considered Postgraduate students.

# FAQS

- ❑ **If a substitute teacher is unable to log attendance, may I record it for him/her?**
  - ▣ YES, login as the substitute from <https://powerschoolapp.wcs.k12.va.us/subs/pw.html>
    - Select the School, and the Teacher
    - Password is DDsub, where DD is the date for the current day
  - ▣ This will allow the attendance to be calculated much faster than recording individual students.

# FAQS

- **How to handle Homebound and Homebased students throughout the school year?**
  - ▣ Jennifer Rhea and Karen Gilbert will explain.
  - ▣ Use the search:
    - `/exitcomment contains homeb; entrydate>=8/10/2015`
  - ▣ Instructions are posted on this wiki page:  
<http://wiki.wcs.k12.va.us/powerschool/powerschool/homebasedhomebound>

# Contacts



- Primary for SRC topics - Lisa Okes – ext. 3065
- Secondary for SRC topics - Jennifer Rhea – ext. 3061
- STI Support - Karen Gilbert – ext. 3066

# Resources

- **Virginia Department of Education Website -**  
[http://www.doe.virginia.gov/info\\_management/data\\_collection/student\\_record\\_collection/index.shtml](http://www.doe.virginia.gov/info_management/data_collection/student_record_collection/index.shtml)
- **WCS SRC Specs – Look for email!**
- **PowerSchool Reporting Calendar – posted on wiki page**  
<http://wiki.wcs.k12.va.us/powerschool/powerschool/statereports>
- **PowerSource –** <http://support.powerschool.com>
- **Wiki pages -** <http://wiki.wcs.k12.va.us/powerschool/start>
- **Handouts online -**  
<http://wiki.wcs.k12.va.us/powerschool/powerschool/handouts>

# Questions?

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