Setting Up PowerSchool for TCS Connecticut State Reporting

TCS SETUP, STEP ONE:

Under District, CT State Reporting, set up TCS Grade Scale Status Mapper

Connecticut State Information	Description
ELL Setup	Define ELL variables for certain state specific fields.
IncidentID Generation	Incident ID Initial Setup.
Data Import System	Connecticut Data Imports.
ED540 Setup	Graduation set mapping for ED540 report.
TCS Grade Scale Status Mapper	TCS Outcome to Outcome Status Mapping Tool.

This must be done for EACH GRADE in EACH GRADESCALE!

Connecticut Grade Scale Status Mapping

	Grade Scale Name	Grade Scale Description
Edit		Developing/Expanding/Meets/Exceeds
Edit		Developing/Expanding/Meets/Exceeds
Edit		
Edit		
Edit		
Edit	Default	The default grade scale. Used to calculate simple GPAs and as the default selection for new courses.
Edit	K-2 Elem Specials	
Edit	K-2 Elem Standards	
Edit		
Edit		
Edit		
Edit	PassFail	
Edit	Withdrawn	gradescale for withdrawn students

TCS SETUP, STEP TWO:

Connecticut State Report Information

ED540 Graduating Class Report

ED540 Graduating Class Report Setup

Outplacement school	No

ED205 Title I Report

Extended Time Instructional Program	No
Family Literacy Program	No
Full-time Equivalent(FTE)	1 (Regular School Year and Summer School)

Default Length of PreK Program Day in Hours	
Default Number of PreK Program Days per Year	
Highest grade using Standards Grading	
Reporting Store Codes (TCS)	← set up this for grades-based schools
Grade Level Outcome Codes (TCS)	← set up this for standards-based schools
Civil Rights Data Collection (CRDC)	

For Standards-based schools, set up the Connecticut Grade Level TCS Outcomes

Connecticut Grade Level TCS Outcome

New

| School	Grade Level	TCS Outcome	TCS Outcome Status
	3	SB	P
	4	SB	P
	5	SB	P

For grade-based schools, set up each term for which you should report grades in a separate entry .

The grades you need to report are final grades for a class. So if you have some semester-long classes and some year-long classes, you will set up three records, one for the full year and one for each of the semesters. Make your store code the same as the one where you store the final grades for that class.

Connecticut Reporting Store Codes

New

School	Term	Store Code
595211 - West Side Middle School	2014-2015	Y1
595211 - West Side Middle School	Quarter 1	Q1
595211 - West Side Middle School	Quarter 2	Q2
595211 - West Side Middle School	Quarter 3	Q3
595211 - West Side Middle School	Quarter 4	Q4
595211 - West Side Middle School	Semester 1	S1
595211 - West Side Middle School	Semester 2	S2
595211 - West Side Middle School	Trimester 1	T1
595211 - West Side Middle School	Trimester 2	T2
595211 - West Side Middle School	Trimester 3	T3

Edit Grade Scale Status Mapping: Default

Grade Name	Description	Outcome Status	
A	Superior	*If this says "Not set up" click on the pencil ➔ P and choose an outcome*	✎
A-	Superior	P	✎
B	Good	P	✎
B+	Good	P	✎
B-	Good	P	✎
C	Average	P	✎
C+	Average	P	✎
C-	Average	P	✎
D	Poor	P	✎
D+	Poor	P	✎
D-	Poor	P	✎
F	Failure	F	✎
I	Incomplete	I	✎

Edit Grade Scale Status Mapping   ⊗

Grade Name	Outcome Status
A	P - Pass/Passing ▾

Submit

This must be done for each grade in each grade scale!

Set up each staff member who teaches a course reported to TCS

Federal Ethnicity and Race

Ethnicity	**Is the staff member Hispanic or Latino?** ○ Yes ○ No
Race	**What is the staff member's race?** ☐ (I) American Indian or Alaska Native ☐ (A) Asian ☐ (B) Black or African /
Reporting Ethnicity	[▼]
ID	6000 *
StatePrId	[ ] staff member's EIN goes here
Homeroom	[ ]
Home School	Wilton High School
Lunch ID	0
Home Phone #	[ ]
School Phone #	[ ]
Street	[ ]
City, State, Zip	[ ] [ ] [ ]
SSN	[ ]
DOB	[ ] ▦ (MM/DD/YYYY)
Staff Type	Teacher ▼
Active	☑

Connecticut State Information

Title I Staff Member	No ▼ all of these fields must be filled out!
Staff Employment	[▼]
Full-time Equivalent(FTE)	1 (Regular School Year and Summer School)
Teacher Type	201 - Non-certified Teacher, Teacher of Record ▼

If you have lots of teachers to set up, you may want to create a Tab-Delimited file to import these values

Export TeacherNumber, lastfirst and/or ID to identify the staff member.

Add these columns:

StatePrID field name is SIF_StatePrid

Staff Employment field name is CT_Staff_Employ

FTE field name is CT_FTE_Staff

Teacher Type is CT_TeacherType

Set Up Courses

Connecticut State Information	
ED540 Part B. Credit for Selected Courses	Algebra 1 or Equivalent Mathematics Science
ED540 Part C. Advanced Placement Course	No
ED540 Part C. Subject Area	English
ED540 Part D. College Level Course	
NCES Code Classification System	○ Prior to Secondary ⦿ Secondary
NCES Course Code	01051 ENGLISH/LITERATURE (FRESHMEN AND SOPHOMORES) (NCES Codes)
NCES Rigor	Basic/Remedial
NCES Available Credit	1.00
NCES Sequence	1 of 1
NCES Completed Course Code	01051B1.001
Exclude from TCS Report	☐
Civil Rights Data Collection (CRDC)	
Update the course in the District course archive for year: 14-15	☐

Note: Changes made here will affect this course at all schools which use the same PowerSchool server as this school.

All of these fields must be filled out for every course taught in every school.

The first time you do this you should import the fields for the entire course catalog.

HINT: have a curriculum person decide what the NCES Course Code should be. PowerSchool administrators should not be doing this.