



# PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | Mark Johnson, *Superintendent of Public Instruction*

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August 23, 2018

**TO** LEA Superintendents  
Charter School Directors

**FROM** Eric Hall, Ed.D. *EH*  
Deputy Superintendent of Innovation

Tammy L. Howard, Ph.D. *TH*  
Director of Accountability Services

## ADHERENCE TO THE 10/20 DAY RULE

State Board of Education (SBE) policy TEST-003 states that “public school students may drop a course with a required end-of-course (EOC) assessment within the first 10 days of enrollment in a semester schedule or within the first 20 days of enrollment in a year-long schedule. Students who are enrolled for credit after the 10/20 days, regardless of course delivery (e.g., traditional classroom, NC Virtual Public School, vendor-based online) shall not drop a course with a required EOC assessment and shall participate in the appropriate EOC assessment at the completion of the course.”

Exceptions to the 10/20 day rule are allowed in individual cases where circumstances are in the best interest of the student to be removed from a course requiring an EOC assessment. These cases should be evaluated individually, and consideration should be given to make certain the accountability of the school is not being compromised. Some examples of acceptable individual student withdrawals after the 10/20 days of enrollment include the following:

1. *Transfer student inappropriately placed in an EOC course.* If a student transfers into a school and his or her records do not arrive until after the 10/20 days respectively to inform a proper placement decision, the school has the latitude to withdraw the student if the student was inappropriately placed in an EOC course.
2. *Student is withdrawn from a course to enroll in a higher-level course.* Occasionally, a student may be better served to withdraw from an EOC course and enroll in a higher-level course. In such cases, the student takes the appropriate test for the higher-level course; the school remains accountable through the higher-level course. Students must not be withdrawn from an EOC course and enrolled in a higher-level course within the last six weeks of the course.
3. *There is a valid medical reason for removing a student from an EOC course.* In rare cases, an individual student may be deemed medically fragile because of a significant medical emergency or condition, such as an accident, that incapacitates the student for an extended period of time. In such instances, it may be in the student’s best interest to be withdrawn from a course.

## DIVISION OF ACCOUNTABILITY SERVICES

6307 Mail Service Center, Raleigh, North Carolina 27699-6307 | (919) 807-3787 | Fax (919) 807-3772

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

For all situations, the principal of the school should review each case individually and decide in consultation with the teacher and parent/guardian whether withdrawal is necessary. If it is determined the student should be withdrawn from the course (after the 10/20 days), the school must request approval from the Director of Accountability Services using the outlined process below.

**Process for Notification of Withdrawals after 10/20 Days**

*Complete and submit the attached 10/20 Day Withdrawal Request Form via fax to 919-807-3772.*

Once a decision has been made, a response email will be sent to the Local Education Agency (LEA)/charter school test coordinator and copied to the Regional Accountability Coordinator (RAC).

- If the request is approved, the school must notify the parent/guardian and the student in writing of any change to EOC testing requirements.
- Immediately following this notification, the school must remove the student from the course and change the student's schedule to reflect the new course code in PowerSchool. The school must ensure the student no longer attends the previously scheduled class and attends the new class.
- All documents pertaining to course withdrawals after the 10/20 days must be kept on file by the LEA/charter school.
- If a request is denied, the student will remain in the original course code and will be included in school accountability.

Please share this information locally. If you have any questions regarding this memo, contact your RAC.

EH:TLH:whw

c: Mark Johnson, State Superintendent  
Rosalyn Galloway, Homebase Manager, Digital Teaching and Learning  
Christie Lynch Ebert, Interim Director, K-12 Standards, Curriculum and Instruction  
Trey Michael, Director, Career and Technical Education  
William Hussey, Director, Exceptional Children  
Dave Machado, Director, Office of Charter Schools  
Eliz Colbert, Executive Director, North Carolina Virtual Public School  
Nancy Carolan, Section Chief, Testing Policy and Operations  
Curtis Sonneman, Section Chief, Analysis and Reporting  
Regional Accountability Coordinators  
LEA Test Coordinators

Attachment

## 10/20 Day Withdrawal Request Form

**Process for Notification of Withdrawals after 10/20 Days of Enrollment**

*Submit this form via fax to 919-807-3772. Once a decision has been made, a response e-mail will be sent to the Local Education Agency (LEA)/charter school test coordinator and copied to the Regional Accountability Coordinator (RAC).*

LEA/Charter Name: [Click or tap here to enter text.](#)

LEA Code: [Click or tap here to enter text.](#)

School Name: [Click or tap here to enter text.](#)

School Code: [Click or tap here to enter text.](#)

**Using as much space as necessary please complete the following items:**

A description of the reason(s) the student requires withdrawal from enrollment in an End-of-Course (EOC) course: [Click or tap here to enter text.](#)

Give the name and explanation of the course the student will be moved to following the withdrawal: [Click or tap here to enter text.](#)

Provide the LEA/charter school test coordinator's e-mail address: [Click or tap here to enter text.](#)

**Enter information in lines below:**

Student Last Name	Student First Name	PowerSchool Student ID Number(s) (zero padded)	Course Code Withdrawal	Semester (Fall/Spring)
<a href="#">Click or tap here to enter text.</a>	<a href="#">Click or tap here to enter text.</a>	<a href="#">Click or tap here to enter text.</a>	<a href="#">Click or tap here to enter text.</a>	<a href="#">Click or tap here to enter text.</a>
Insert additional lines as needed				

**Reminder:** Attach a course roster/list showing the student's current enrollment and any additional supporting documentation for the withdrawal(s) listed above (e.g., attendance, medical documentation, letters from school staff).

Test Coordinator Signature/Affirmation: The Test Coordinator's signature will serve as affirmation that he/she has received the LEA Superintendent's or charter school director's approval, and that he/she is aware of the request for withdrawal from the EOC course.

LEA/Charter School Test Coordinator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<b><u>NCDPI Use Only</u></b>	<b>Approved:</b> _____	<b>Denied:</b> _____
<b>Comment(s):</b>	<b>Date:</b> _____	<b>Filed:</b> _____