

**List of Required Submissions  
2010-11**

Submission	Type	Description	Source of Program Funding	Program Participation Required?	Law Citation	Submission Due Date	Frequency of Submission	Time in School Year	Detail Level	Completed By	Collection Method	Collection System	Link to Template	DPI Contact	DPI Section	DPI Area and Division
ABCs Transfer of Funds Form		Used by LEAs to transfer funding from and to eligible allotment categories to meet need of LEAs	State	Mandatory*	NCGS 115C-105.25	As Needed			LEA	Finance Officer	Electronic/ Paper	E-mail/ Fax/ Mail		Lydia Prude	School Allotments	Financial & Bus Services School Business
Accrual Adjustment	Report	LEAs report accrual info for 11/12 month installments	State	Mandatory*	NCGS 115C-47(21), 302(a) & 315(d)	June 30	Annually		LEA	Finance Officer	Electronic	UERS		Andrew Cox	School Reporting	Financial & Bus Services School Business
Application		Application - Site and program information on contact person and programs to be implemented	Federal	Mandatory	7CFR Part 210 - NSLP 215-SMP, 220-SBP Part 245	July 1			LEA	CN Director	Electronic	CN Technology System		Lynn Harvey	Child Nutrition	Financial & Bus Services School Support
Bureau of the Census Supplemental Data Collection	Report	Collected for federal government	Federal	Mandatory	Title 13 of US Code	As Requested	Annually		School	Principal	Electronic	E-mail/Fax/ Mail		Frank Cernik	NA	Financial & Bus Services School Business
Bus Inventory Survey	Report	Count of buses used during current school year, forms basis for bus replacement order for coming year	State	Mandatory	Allotment Policy Manual	March 15	Annually		LEA	Transportation Director, Cost Clerk	Paper	Mail		Derek Graham	Transportation	Financial & Bus Services School Support
Calendar Waiver Request - LEA Wide	Report	Allows LEAs with more than 8 closed days per year during any 4 of last 10 years to be waived from Calendar Bill start date of 8/25 or end date of 6/10 of each year	State	Mandatory*	NCGS 115C-84.2, (HB 1464 2004)	November 1	Annually		LEA	Central Office	Electronic/ Paper	E-mail/ Fax/ Mail		Andrew Cox	School Reporting	Financial & Bus Services School Business
Charter School Initial Enrollment		Request for charter school enrollment by LEA; allows allotments to be made at per pupil funding amount from where students reside	State	Mandatory	NCGS 115C-238.29	June 15			School	Director of Charter School	Electronic/ Paper	E-mail/ Fax/ Mail		Lydia Prude	School Allotments	Financial & Bus Services School Business
Charter School Yearly Update		Report submitted from schools with updated information for upcoming year	Office of Charter Schools	Optional	N/A	September 1	Annually		School	Principal/Board Chair	Electronic	Email		Jack Moyer	N/A	Financial & Bus Services Office of Charter Schools
Construction Cost Data		Awarded bid prices for construction of new schools	N/A	Optional	N/A	Quarterly			School, LEA	Architects and/or LEA Facilities Staff	Paper	E-mail/ Fax/ Mail		Mary Spradling	School Planning	Financial & Bus Services School Support
Contract Transportation	Report	List of contracts in place for transporting EC children or other transportation other than yellow school buses	State	Mandatory	Allotment Policy Manual	October 15	Annually		LEA	Finance Officer, Transportation Director	Electronic/ Paper	Email/Mail	<a href="http://www.ncbussafet.y.org/StateForms.html">http://www.ncbussafet.y.org/StateForms.html</a>	Derek Graham	Transportation	Financial & Bus Services School Support
Corrective Action Report	Other	LEAs report corrective actions taken for audit exceptions	State & Federal	Mandatory	Single Audit Act Of 1984 OMB Circular A 128, A-133	Within 45 days of letter sent	As needed		LEA	Financer Officer	Electronic/ Paper	E-mail/ Fax/ Mail		Gene Bruton	Monitoring & Compliance	Financial & Bus Services School Business
EDDIE	Report	Used to prepare Education Directory	State	Mandatory	NCGS 115C-12(18)(b)	as needed	Annually		School	Principal & Central Office	Electronic	SNA System		Nicola Lefler	NA	Financial & Bus Services School Business
Enrollment Increase Request		Schools submit any increase above 10% allotted by law to Office of Charter Schools for submission to SBE	State	Optional	NCGS-115C-238.29D(d)	October 15	Annually		School	Principal/Board Chair	Electronic/Fax	Email/Fax		Jack Moyer	N/A	Financial & Bus Services Office of Charter Schools
F&RP Milk		Special Milk Program - Free Milk Policy-Policy agreement between State and Local sponsor for program implementation	Federal	Mandatory	7CFR Part 215, 245-NSLP-SMP	July 1			LEA	CN Director	Electronic	CN Technology System		Lynn Harvey	Child Nutrition	Financial & Bus Services School Support
F&RP RCCI		RCCI Free & Reduced Price-Federal policy statement on how students and participants will be treated with regard to program meals	Federal	Mandatory	7CFR Part 210, 220, 245	July 1			LEA	CN Director	Electronic	CN Technology System		Lynn Harvey	Child Nutrition	Financial & Bus Services School Support
Graduate Data submission	Report	Data on individual graduates incl. course of study, post grad intentions & demographics	State & Federal	Mandatory	NCLB, SBE Policy HSP-C-005 and HSP-C-021	June 25	Annually		Student	School Counselor	Electronic	GDVS		Angela Harrison	School Reporting	Financial and Business Services, School Business Services
Federal Programs Equipment Disposition Request	Report	Approval for disposing of federal equipment	State & Federal	Mandatory*	EDGAR 76.702; 74.34; 80.20; 80.32	As Needed	As needed		LEA	Finance Officer	Electronic/ Paper	E-mail/ Fax/ Mail		Stephanie English	Monitoring & Compliance	Financial & Bus Services School Business
Final PMR	Report	Principal's Monthly Report Final 9th month, changed month 1-8	State	Mandatory	NCGS 115C-12(18)(b)	June 30	Annually		School	Principal	Electronic	NCWISE		Ozella Wiggins	School Reporting	Financial & Bus Services School Business

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Financial Status Report (1A)	Report	Child Nutrition revenue and expenditure data	State & Federal	Mandatory	Section 4/Child Nutrition Act of 1966- National School Lunch Act of 1946- NCGS 115C-203-204	January and July			Students	LEA	Electronic	Child Nutrition System		Lynn Harvey	Child Nutrition	Financial & Bus Services Financial Services
Food Safety/HACCP		Dates of food safety inspections, findings, grade, indication of compliance with HACCP plan	Federal	Mandatory	PL 108-265 Child Nutrition and WIC Reauthorization Act of 2004	July 1			Individual schools	CN Director	Paper/ Electronic	Mail/Email		Lynn Harvey	Child Nutrition	Financial & Bus Services School Support
Foreign Nationals Payroll Data		Reporting of Wages and Withholding Payments	State	Mandatory	HB 1414/SL 2004-124, 2004 Appropriations Act, Section 28.3(a)	Quarterly			LEA	Finance Officer	Electronic	UERS		Paul LeSieur	School Business Services	Financial & Bus Services School Business
Foreign Nationals Personnel Information		Personal Information and Country of Origin	State	Mandatory*	HB 1414/SL 2004-124, 2004 Appropriations Act, Section 28.3(a)	As Hired			Staff	Finance Officer Personnel Administrators	Electronic	UERS		Paul LeSieur	School Business Services	Financial & Bus Services School Business
General Expense/ Personal Service Account Adjustments	Report	LEAs report salary information changes	State	Mandatory*	NCGS 115C-47(2), 302(a) & 315(d)	As needed	Monthly		LEA	Finance Officer	Electronic/ Paper	UERS/ Fax/ Mail		Andrew Cox	School Reporting	Financial & Bus Services School Business
Hope Scholarship		Taxpayer Relief Act of 1997 created tax credit for families earning under specified amount. System collects information and sends it to GA.	State	Mandatory	Taxpayer Relief Act of 1997	November	Annually		Students	LEA	Electronic	NCWISE		Philip Price	N/A	Financial & Bus Services
Information Update		Updates contact/address info	State	Mandatory	NCGS-115C-96	March 1			LEA	Textbook Coordinators	Electronic	Fax		Drew Fairchild	Textbook Services	Financial & Bus Services School Support
Learn & Serve Match Report	Report	To ensure LEAs are matching federal funds	Federal	Mandatory*	PL 106-170	Semi-Annually	Quarterly		LEA	Finance Officer	Electronic/ Paper	E-mail/ Fax/ Mail	<a href="http://www.ncpublicschools.org/docs/bs/finance/federal/matchreportform.pdf">http://www.ncpublicschools.org/docs/bs/finance/federal/matchreportform.pdf</a>	Stephanie English	Monitoring & Compliance	Financial & Bus Services School Business
Local Wellness Policies		Report of achievements toward local wellness policies	Federal	Mandatory	PL 108-265 Child Nutrition and WIC Reauthorization Act of 2004	July 1			LEA	CN Director	Paper/ Electronic	Mail/Email		Lynn Harvey	Child Nutrition	Financial & Bus Services School Support
Long Range Plan		Ten-year long range plan of facility needs for new schools, additions and renovations along with construction costs	State	Mandatory	NCGS 115C-521	Winter 05/06 and every five years thereafter			School, LEA	LEA person in charge of facilities	Electronic/ Paper	E-mail/ Mailed CD		Ken Phelps	School Planning	Financial & Bus Services School Support
Memo		Agreement/Letter of Renewal-State/Local agreement of implementation of School Meals Programs	Federal	Mandatory	7CFR Part 210-NSLP 215-SMP; 220-SBP Part 245	July 1			LEA	CN Director	Electronic	CN Technology System		Lynn Harvey	Child Nutrition	Financial & Bus Services School Support
Missed instructional Days	Report	Survey of the number of missed instructional days due to inclement weather	State	Mandatory	HB1464 115C-84.2	June 30	Annually		LEA	Central Office	Electronic	Web survey		Ozella Wiggins	School Reporting	Financial & Bus Services School Business
Modified Order		Orders for tapes/large print/Braille for EC students	State	Mandatory*	NCGS-115C-96	March 1			LEA	Modified Textbook Coordinators	Electronic	Fax		Drew Fairchild	Textbook Services	Financial & Bus Services School Support
Monthly Financial Report (MFR)	Report	LEA/charters report general ledger balances	State	Mandatory	NCGS 115C-12(18)(b)	Monthly	Monthly		School	Finance Officer	Electronic	UERS		Andrew Cox	School Reporting	Financial & Bus Services School Business
NC School Report Card Teacher Quality Data		Annual information about teacher turnover, licensure status, # of teachers with National Board Certification, # of teachers with advanced degrees, and teaching experience; also contains information principal demographics. LEAs review and verify data generated from Licensure System database	Federal & Office of the Governor	Mandatory	PL 107-110 (NCLB)	July 15			School	Personnel Administrator	Electronic	Email		Mike Cash	N/A	Financial & Bus Division of School Business
Non-Promotion Revision Report	Report	LEAs report students not promoted to next grade level	State	Mandatory	NCGS 115C-12(18)(b)	September 30	Annually		Students	Principal	Electronic	NCWISE		Andrew Cox	School Reporting	Financial & Bus Services School Business
Passenger Count	Report	Number of students transported - official ridership count used as basis for funding	State	Mandatory	Allotment Policy Manual	October 15	Annually		LEA	Central Office Staff, Transportation Director	Paper	Mail or Courier	<a href="http://www.ncbusafety.org/StateForms.html">http://www.ncbusafety.org/StateForms.html</a>	Derek Graham	Transportation	Financial & Bus Services School Support

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Per Capita Distribution	Report	LEAs report when they serve students from other LEAs. LEAs with city LEAs only	State	Mandatory*	School Budget & Fiscal Control Act	May 15	Annually		LEA	Central Office	Electronic/ Paper	E-mail/ Fax/ Mail		Alexis Schauss	NA	Financial & Bus Services School Business
PMR	Report	Principal's Monthly Report	State	Mandatory	NCGS 115C-12(18)(b)	Monthly	Monthly		School	Principal	Electronic	NCWISE		Ozella Wiggins	School Reporting	Financial & Bus Services School Business
Policy Statement		Schools Free & Reduced Price Policy-Federal policy statement on how students and participants will be treated with regard to program meals	Federal	Mandatory	7CFR Part 210, 220, 245	July 1			LEA	CN Director	Electronic	CN Technology System		Lynn Harvey	Child Nutrition	Financial & Bus Services School Support
Professional Personnel Activity Report (PPAR)	Report	School Activity Report (SAR) manual form.	State	Mandatory	NCGS 115C-301 (g), NCGS 115C-301 (f), PL 95-561, 20 U.S.C- 3221-3261, NCGS 115C-47 (10)	Annually	Annually	Within 21 days of the end of 2nd School Month	Teacher	Data Manager/Principal	Paper	E-mail		Andrew Cox	School Reporting	Financial & Bus Services School Business
Public School Capital Building Fund		Various forms relative to expenditure of Public School Capital Building Fund.	State	Mandatory*	NCGS 115C-546.1	As Needed			School, LEA	Usually Finance Officer	Paper	Fax/Mail		Ken Phelps	School Planning	Financial & Bus Services School Support
Public School Full-Time Personnel Report	Report	Personnel assignments and number of staff in various staffing categories collected for Statistical Profile	State	Mandatory	NCGS 115C-12(18)(b)	October 31	Annually		LEA	Principal	Electronic	e-mail		Andrew Cox	School Reporting	Financial & Bus Services School Business
Pupil Textbook Orders		Orders for new adoption and replacement textbooks and materials	State	Mandatory	NCGS-115C-96	March 1			LEA	Textbook Coordinators	Electronic	Fax		Drew Fairchild	Textbook Services	Financial & Bus Services School Support
Pupils in Membership by Race and Sex	Report	Pupils in membership by race and sex	State	Mandatory	NCGS 115C-12(18)(b)	October 31	Annually		Students	Principal	Electronic	NCWISE		Andrew Cox	School Reporting	Financial & Bus Services School Business
Qualified Zone Academy Bonds		Various forms relative to application for use of federal Qualified Zone Academy Bonds	Federal	Mandatory*	IRC 1397E	As Needed			School, LEA	Usually Finance Officer	Paper	Mail		Mary Spradling	School Planning	Financial & Bus Services School Support
Report of amounts to be refunded to SPSF from local funds	Report	For LEAs to refund transportation dollars	State	Mandatory	NCGS 115C-12(19)	Monthly	Monthly		LEA	Finance Officer	Electronic	UERS		Andrew Cox	School Reporting	Financial & Bus Services School Business
Report of School Sales		Report of sales of textbooks to parents and/or sale of used books	State	Mandatory*	NCGS-115C-96	October 31			LEA	Textbook Coordinators	Electronic	Fax		Drew Fairchild	Textbook Services	Financial & Bus Services School Support
RPG	Report	Retention-Promotion/ Graduation Report	State	Mandatory	NCGS 115C-12(18)(b)	October 15	Annually		School	Principal	Electronic	NCWISE		Andrew Cox	School Reporting	Financial & Bus Services School Business
Salary Supplements - SS300	Report	Report of salary supplements paid at LEA	State	Mandatory	NCGS 115C-12(18)(b)	October 31	Annually		LEA	Central Office	Electronic	e-mail		Andrew Cox	School Business Services	Financial & Bus Services School Business
Schedule A		Computer generated listing of schools and sites with demographic information	Federal	Mandatory	7CFR Part 210-NSLP 215-SMP; 220-SBP Part 245	July 1			LEA	CN Director	Electronic	CN Technology System		Lynn Harvey	Child Nutrition	Financial & Bus Services School Support
Schedule B		Listing of RCCI Sites - List of program sites, location, and meals programs implemented	Federal	Mandatory	7CFR Part 210 - NSLP 215-SMP, 220-SBP Part 245	July 1			LEA	CN Director	Electronic	CN Technology System		Lynn Harvey	Child Nutrition	Financial & Bus Services School Support
School Activity Report (SAR)	Report	School Activity Report (SAR)	State	Mandatory	NCGS 115C-301 (g), NCGS 115C-301 (f), PL 95-561, 20 U.S.C- 3221-3261, NCGS 115C-47 (10)	Annually	Annually	Within 21 days of the end of 2nd School Month	Teacher	Principal	Electronic	NCWISE		Andrew Cox	School Reporting	Financial & Bus Services School Business
School Facilities Data		MS Access forms on various aspects of school construction and capacity	N/A	Optional	N/A	On-Going			School, LEA	School Planning Staff	Electronic	Data Entry		Steve Taynton	School Planning	Financial & Bus Services School Support
School Food Monthly Report(Claim)	Report	Meal participation data	State & Federal	Mandatory	Section 4/Child Nutrition Act of 1966- National School Lunch Act of 1946- NCGS 115C-203-204	Once a month		10th day	Students, School	LEA	Electronic	Child Nutrition System		Sarah Harris	Operational Accounting	Financial & Bus Services Financial Services
School Meal Initiative		Documentation that meals meet nutrition standards with federal/state requirements	Federal	Mandatory	PL 108-265 Child Nutrition and WIC Reauthorization Act of 2004, NCGS 115C-264	October 15 and March 15			LEA	CN Director	Paper	Mail		Lynn Harvey	Child Nutrition	Financial & Bus Services School Support
TA/CRE Corrective Action Plan		Documentation of actions to correct areas of non-compliance with federal and state regulations	Federal	Mandatory*	7CFR Parts 210, 220, 215, and 245	As needed			LEA	CN Director	Paper	Mail		Lynn Harvey	Child Nutrition	Financial & Bus Services School Support

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Transportation Driver Salary Data	Report	List of bus routes and rates of pay for school bus drivers	State	Mandatory	NCGS 115C-240	October 15	Annually		LEA	Finance Officer, Transportation Director, Cost Clerk	Electronic/ Paper	Email/Mail	<a href="http://www.ncbussafety.org/StateForms.html">http://www.ncbussafety.org/StateForms.html</a>	Derek Graham	Transportation	Financial & Bus Services School Support
Transportation Report for Fiscal Year	Report	Report of buses used, miles traveled, local dollars spent to/from school transportation	State	Mandatory	Allotment Policy Manual	August 1	Annually		LEA	Finance Officer, Transportation Director, Cost Clerk	Electronic/ Paper	Email/Mail	<a href="http://www.ncbussafety.org/StateForms.html">http://www.ncbussafety.org/StateForms.html</a>	Derek Graham	Transportation	Financial & Bus Services School Support
Transportation Routing Report-TIMS System	Report	Upload of TIMS data to ensure compliance with law and to provide data for funding	State	Mandatory	NCGS 115C-240	November 1	Annually		LEA	Transportation Director, TIMS Coordinator	Electronic	Email/FTP		Derek Graham	Transportation	Financial & Bus Services School Support
UERS Transfer Schedule	Report	Provides the beginning and the end of the school months for each LEA (SIMS only, not NCWISE)	State	Mandatory*	NCGS 115C-12(18)(b)	June 15	Annually		School	Central Office	Electronic/ Paper	E-mail/ Fax/ Mail		Andrew Cox	School Reporting	Financial & Bus Services School Business
Unit Summary of School Monthly Meal Participation(4A)	Report	Report of who is participating	State & Federal	Mandatory	Section 4/Child Nutrition Act of 1966- National School Lunch Act of 1946- NCGS 115C-203-204	July 1			Students, School	LEA	Electronic	Child Nutrition System		Lynn Harvey	Child Nutrition	Financial & Bus Services Financial Services
Verification of Student Eligibility for School Meals		Documentation of all efforts made to verify that students certified for free/reduced price meals are actually eligible to receive them based on qualifying criteria	Federal	Mandatory	PL 108-265 Child Nutrition and WIC Reauthorization Act of 2004	November 16 and March 16			LEA	CN Director	Paper	Mail		Lynn Harvey	Child Nutrition	Financial & Bus Services School Support