

List of Required Submissions 2011-12

As required by North Carolina SL 2011-379/HB 720, all reports in the NCDPI Master Data Calendar may be submitted electronically. The contact for each report can provide more information about the appropriate method for electronic submission.

Submission	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	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
Alternate Assessment Files	Extend1 (registration and score submission)	State & Federal	Mandatory	NCLB, SBE Policy GCS-C-005 and GCS-C-021	June 30	As Needed	Various times	Student	LEA Test Coordinator	Electronic	Web		Sarah Reives	Test Development	Academic Services & Instructional Support Accountability
Alternative Learning Program	Roster-Placements by ethnicity, gender, grade	State	Mandatory	NCGS 115C-12(27)	June 30 (annually)		June	Student	ALP Coordinator	Electronic	NC WISE		Ken Gattis	Support Services	Academic Services & Instructional Support Program Monitoring & Support Services
Alternative School Local Options Data	Alternative Schools designate additional data indicators for ABCs	State	Mandatory	SBE Policy GCS-C-013 and GCS-C-022	December 1		December 1	School	LEA Test Coordinator	Electronic	Secure FTP		Tammy Howard Ken Gattis	Accountability: Program Monitoring and Support	Academic Services & Instructional Support Accountability
Annual Census for Deaf-Blind	List of students in LEA, private or other setting who meet criteria of deaf-blindness	Federal	Mandatory	Funded RFP CFDA: 84.326C (5) (b) (1) requires this data to be collected and reported	April		Eligible students as of first Monday of school in new calendar year	Student	LEA Exceptional Children Director or private agency director	Electronic	Electronic		Claire Greer	Supporting Teaching & Related Services	Academic Services & Instructional Support Exceptional Children
Annual Dropout Report	Dropout data	State	Mandatory	NCGS 115C-12(27) & NCGS 115C-378	October 1 (annually)		October	LEA	Dropout Prevention Coordinator	Electronic	NC WISE		Ken Gattis	Support Services	Academic Services & Instructional Support Program Monitoring & Support Services
Annual Media and Technology Report (AMTR)	Report of media/technology resources in each school and LEA	State	Mandatory	NCGS 115C-102.7	June 30			School	Media/ Technology Personnel	Electronic	Website		Melanie Honeycutt	Instructional Technology	Academic Services and Instructional Support
Annual Survey of Children in Local Institutions for Neglected Programs	Annual Evaluation Report	Federal	Mandatory	Title I, Part D, PL 107-110 (NCLB)	May			LEA	N & D Coordinator	Paper			Charlotte Hughes	Program Monitoring and Support	Academic Services and Instructional Support
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
Bus Inventory Survey	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	Electronic	Email		Derek Graham	Transportation	Financial & Bus Services School Support
Calendar Waiver Request - LEA Wide	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)	August 15	Annually		LEA	Central Office	Electronic/ Paper	E-mail/ Fax/ Mail		Andrew Cox	School Reporting	Financial & Bus Services School Business
Career Pathway Concentrator Feedback	Collects information from concentrators about high school, further education and work the first year out of high school	State & Federal	Mandatory	PL 109-270/Title I Sect. 113 & GS 115C-154	March 11		Reports on concentrators the year after they exit high school	Individual Concentrator	Central Office	Phone	Electronic - CTE Analysis and Reporting System	schools.nc.gov/ctesurvey	Rhonda Welfare	CTE State & Federal Accountability	Academic Services & Instructional Support Career and Technical Education
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
Child Count	Children who are academically or intellectually gifted (AIG) who have a Differentiated Education Plan (DEP) , including AIG who are also identified as Exceptional Children	State	Mandatory	NCGS 115C-110	April 29			LEA	NCWISE Operators/ AIG & EC Directors	Electronic	NCWISE		Sneha Shah-Coltrane	Academically/ Intellectually Gifted	Academic Services and Instructional Support / Curriculum, Instruction, & Technology

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Child Count	Children with disabilities who receive special education and related services according to an Individualized Education Program (IEP) or Service Program	Federal	Mandatory	IDEA 300.752	December 1			Student	Special Education Teacher & Exceptional Children Directors	Electronic	CECAS		Kelley Steen	EC Delivery Team	Technology Services Delivery/EPMO
Child Count	Children with disabilities who receive special education and related services according to an Individualized Education Program (IEP) or Service Program	State	Mandatory	NCGS 115C-110	April 1			Student	Special Education Teacher & Exceptional Children Directors	Electronic	CECAS		Kelley Steen	EC Delivery Team	Technology Services Delivery/EPMO
Class-size	Permission to exceed class-size	State	Mandatory	Policies Governing Services for Children with Disabilities- Appendix A	July 1 May		Application submitted once class-size is exceeded	Student	LEA EC Director	Paper	Form		Ira Wolfe	Instructional Support & Related Services & Policy, Monitoring & Audit	Academic Services & Instructional Support Exceptional Children
Clustered Students with Disabilities (SWD)	SWD attending one school being counted in performance of another school	State & Federal	Mandatory	NCLB, SBE Policy GCS-C-005 and GCS-C-021	April 1 (updates until April 15)	Annually		Student	LEA Test Coordinator	Electronic	Secure FTP		Tammy Howard Ken Barbour	Accountability ATEAM	Academic Services & Instructional Support Accountability
Collection Dates Submission System	Dates for designated local school testing cycle events [Twentieth Day (20D), First Day of Fall (FDF), First Day of Spring (FDS)]	State & Federal	Mandatory	NCLB, SBE Policy GCS-C-005 and GCS-C-021	Beginning of school year, with updates as necessary	As Needed		School	LEA Test Coordinator	Electronic	Web		Tammy Howard Lori Ivey	Accountability ATEAM	Academic Services & Instructional Support Accountability
Common Follow-Up	Student record on every student in grades 9-12 to Employment Security Commission for support of job training, education, and placement programs	State	Mandatory	NCGS 96-33	November			School	Principal	Electronic	SIMS/ NCWISE		Karl Pond	Production Systems Software Support	Office of the Superintendent Policy and Strategic Planning
Community Residential Centers	Funds for Special Education Services	State	Mandatory	Policies Governing Services for Children with Disabilities	August September October		Students enrolled in first 60 days of school	Student	LEA EC Director	Paper	Application		Laura Snyder	Behavioral Support & Special Programs Section	Academic Services & Instructional Support Exceptional Children
Construction Cost Data	Awarded bid prices for construction of new schools	State	Optional	N/A	Quarterly			School LEA	Architects and/or LEA Facilities Staff	Paper	E-mail/ Fax/ Mail		Long Chang Johnny Clark	School Planning	Financial & Bus Services School Support
Contract Transportation	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	Email	http://www.ncbussafety.org/StateForms.html	Derek Graham	Transportation	Financial & Bus Services School Support
Corrective Action Report	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
Data Verification	Superintendent certification that data are complete and correct	State & Federal	Mandatory	NCLB, SBE Policy GCS-C-005 and GCS-C-021	June 30	Annually	June 30	LEA	Superintendent	Paper	Regional Accountability Coordinator (RAC)		Tammy Howard Faye Atkinson	Accountability ATEAM	Academic Services & Instructional Support Accountability
Developmental Day	Funds for Special Education Services	State	Mandatory	IDEA Part B, State Performance Plan	August September October		Students enrolled in first 60 days of school	Student	LEA EC Director	Paper	Application		Laura Snyder	Behavioral Support & Special Programs Section	Academic Services & Instructional Support Exceptional Children
Economically Disadvantaged Students (EDS) Data Collection for Child Nutrition Non-Nutrition Non-participants Charter School	File with household size and income information from parents containing names, student IDs and lunch status of affected students for each Child Nutrition Non-participants Charter School	State & Federal	Mandatory	NCLB, SBE Policy GCS-C-005 and GCS-C-021	December 1 April 1	Bi-annually	December April	Student	Charter School Director	Electronic	Secure FTP		Tammy Howard Ken Barbour	Accountability ATEAM	Academic Services & Instructional Support Accountability
Economically Disadvantaged Students (EDS) File	File with student ID designating economically disadvantaged students in each school	State & Federal	Mandatory	NCLB, SBE Policy GCS-C-005 and GCS-C-021	December 1 April 1	Bi-annually	December April	Student	LEA Test Coordinator	Electronic	Secure FTP		Tammy Howard Ken Barbour	Accountability ATEAM	Academic Services & Instructional Support Accountability

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Educational Directory & Demographical Information Exchange (EDDIE)	Used to prepare Education Directory	State	Mandatory	NCGS 115C-12(18)(b)	As needed	Annually		School	Principal & Central Office	Electronic	EDDIE		Nicola Lefler	EDDIE	Financial & Bus Services School Business
Eighth Grade Computer Skills Proficiency	School-level determination of 8th grade computer skills proficiency	Federal	Mandatory	Title II, Part D (NCLB)	June 10	Annually	June	School	School or District Personnel	Electronic	Secure CSV file, transmitted by web interface		Neill Kimrey	Instructional Technology	Academic Services and Instructional Support
Eligible School Summary Report	School Title I eligibility and status for upcoming school year.	Federal	Mandatory	Title I, Part A Section 1116	July 15			School	LEA Title I Director and Charter Schools	Electronic	CFDC	https://schools.nc.gov/title1fdc	Loreto Tessini	Federal Program Monitoring	Academic Services and Instructional Support
English Language Poficiency (ELP) ACCESS Demographic Changes	Correct student information in ACCESS Demographic	Federal	Mandatory	Title III, PL 107-110 (NCLB)	April 23-May 3			Student	TC/LEP Coordinator	Electronic	LEP CFDC		Helga Fasciano Nancy Carolan	K-12 Program Areas	Academic Services and Instructional Support / Curriculum & Instruction
Enrollment Increase Request	Schools submit any increase above ten percent allotted by law to Office of Charter Schools for submission to SBE	State	Mandatory	NCGS-115C-238.29D(d)	October 15	Annually		School	Principal/Board Chair	Electronic/Fax	Email/Fax		Joel Medley	N/A	Financial & Bus Services Office of Charter Schools
Exceptional Children (EC) Grants - 611	Collects data to support grant application for IDEA 611 funds.	Federal	Mandatory	IDEA Part B, Section 611	May 27		Spring	LEA	Central Office	Electronic	EC Grants		Valerie Herndon	Behavioral Support & Special Programs Section	Academic Services & Instructional Support Exceptional Children/Office of School Readiness
Exceptional Children Grants - 619	Collects data to support grant application for IDEA 619 funds.	Federal	Mandatory	IDEA Part B, Section 619	May 27		Spring	LEA	Central Office	Electronic	EC Grants		Valerie Herndon	Behavioral Support & Special Programs Section	Academic Services & Instructional Support Exceptional Children/Office of School Readiness
Exceptional Children Grants - Sliver	Collects data to support grant application for IDEA Building Capacity funds.	Federal	Mandatory	IDEA	May 27		Spring	LEA	Central Office	Electronic	EC Grants		Valerie Herndon	Behavioral Support & Special Programs Section	Academic Services & Instructional Support Exceptional Children/Office of School Readiness
Exiting	Exiting data on number of students, ages 14-21, who exited special education during school year by basis of exit, disability and ethnicity	Federal	Mandatory	Section 618 of IDEA	September 30			Student	Special Education Teacher & Exceptional Children Directors	Electronic	CECAS		Kelley Steen	EC Delivery Team	Technology Services Delivery/EPMO
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
Federal Programs Equipment Disposition Request	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
Field Test/Item Tryout Data	Student information and performance on state field tests	State & Federal	Mandatory	NCLB, SBE Policy GCS-C-005 and GCS-C-021	June 30	Annually	Various times	Student	LEA Test Coordinator	Paper/Online	Automatic Return System (ARS)		Tammy Howard	Test Development, TOPS	Academic Services & Instructional Support Accountability
Final PMR	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)	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 July			Student	LEA	Electronic	Child Nutrition System		Lynn Harvey	Child Nutrition	Financial & Bus Services Financial Services
Food Safety/Hazard Analysis & Critical Control Points (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			School	CN Director	Paper/Electronic	Mail/Email		Lynn Harvey	Child Nutrition	Financial & Bus Services School Support
Formal Written Complaint Investigation Report	School must send response to complaint allegations of noncompliance and copies of student's records and other documents to support their position	State	Mandatory	34 CFR § 300.660-.662	Within 20 days after information request is received			School	EC Director, Principal, Superintendent	Paper			Lynn Smith Kate Neale Pollye Pruitt	Policy, Monitoring & Audit	Academic Services & Instructional Support Exceptional Children
Free & Reduced Price (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
General Expense/Personal Service Account Adjustments	LEAs report salary information changes	State	Mandatory	NCGS 115C-47(21), 302(a) & 315(d)	As needed	Monthly		LEA	Finance Officer	Electronic/Paper	UERS/ Fax/ Mail		Andrew Cox	School Reporting	Financial & Bus Services School Business
General Supervision/Identification of Non-compliance	Percent of noncompliance corrected within one year of identification	Federal	Mandatory	IDEA Part B, Section 611	June 30		One year from identification	Student	LEA Exceptional Children Director	Electronic/Paper	CECAS/mail		Bobbie Grammer	Policy, Monitoring & Audit	Academic Services & Instructional Support Exceptional Children
General Supervision/Identification of Non-compliance	Compliance identified through Record Review and other monitoring activities	Federal	Mandatory	IDEA Part B, Section 611	October 15		Annually	Student	LEA Exceptional Children Director	Paper	Email		Bobbie Grammer	Policy, Monitoring & Audit	Academic Services & Instructional Support Exceptional Children
Grade 10 Writing Test	Student responses to writing test	State & Federal	Mandatory	NCLB, SBE Policy GCS-C-005 and GCS-C-021	As of March administration (collected first week of May)	Annually	March	Student	Students	Paper	Automatic Return System (ARS)		Jim Kroening	Test Development	Academic Services & Instructional Support Accountability
Graduate Data submission	Data on individual graduates incl. course of study, post grad intentions & demographics	State & Federal	Mandatory	NCLB, SBE Policy GCS-C-005 and GCS-C-021	June 25	Annually		Student	School Counselor	Electronic	GDVS		Angela Harrison	School Reporting	Financial and Business Services, School Business Services
Group Homes	Funds for Special Education Services	Federal	Mandatory	Article 9 Special Education Law	August September October		Application submitted when enrollment increases	Student	LEA EC Director	Paper	Application		Laura Snyder	Behavioral Support & Special Programs Section	Academic Services & Instructional Support Exceptional Children
Homeless data collection	Data on homeless children	Federal	Mandatory	Title X	May 31			Student	LEA Homeless Liaison and Charter Schools	Electronic	CFDC	https://schools.nc.gov/homeless	Loreto Tessini	Federal Program Monitoring	Academic Services and Instructional Support
IHE Program Completer Follow-Up Survey	As part of the IHE Performance Report, surveys are sent to individuals who have completed undergraduate and graduate teacher education programs and school administration programs	State	Optional	NCGS 115C-296(b1)	May 1			Individual teacher and employer	Individuals surveyed	Paper	Mail		Sonja Leathers	Educator Recruitment and Development	Academic Services and Instructional Support
IHE Title II Report	Annual report on performance of teacher education program graduates on licensing exams	Federal	Mandatory	1998 HEA Title II Sections 207 and 208	April 1			IHE	Dean	Electronic	Title II Website		Sonja Leathers	Educator Recruitment and Development	Academic Services and Instructional Support
Immigrant Count	Number of immigrant students and born in or out of US	Federal	Mandatory	Title III, PL 107-110 (NCLB)	February 2 March 2			Student	LEP Coordinator	Electronic	Immigrant CFDC		Helga Fasciano	K-12 Program Areas	Academic Services and Instructional Support / Curriculum & Instruction

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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
Initial Licensure Program Report	Annual report submitted by LEAs about their efforts to support beginning teachers	State	Mandatory	SBE Policy TCP-A-004	October 1			LEA	ILP Coordinator	Electronic/ Paper	Email/Mail or Fax		Brandon Patterson	Educator Recruitment and Development	Academic Services and Instructional Support
Institutions of Higher Education (IHE) Performance Report	Annual report containing quantitative and qualitative information on approved teacher education programs in NC's colleges and universities	State	Mandatory	NCGS 115C-296 (b1)	June 30			IHE	Dean	Electronic	Title II Website		Sonja Leathers	Educator Recruitment and Development	Academic Services and Instructional Support
LEA Technology Plans	Each LEA will develop a local school system technology plan that meets the requirements of the State school technology plan.	Federal	Mandatory	E-Rate Priority 2 Eligibility	November		November	LEA	District Level Technology Personnel	Paper - moving to electronic submission for 2012-14		http://tps.dpi.state.nc.us/TechPlan0509/ (Template is being revised by Gartner)	Neill Kimrey	Instructional Technology	Academic Services and Instructional Support
LEA Vacancy Report	Annual report submitted by LEAs about number of vacancies in their system on October 20	State	Mandatory	Request of SBE	October 20			LEA	Personnel Administrator	Electronic/ Paper	Email or Fax		Alexis Schauss	Educator Recruitment and Development	Academic Services and Instructional Support
Learn & Serve Match Report	Annual report containing quantitative and qualitative information on approved teacher education programs in NC's colleges and universities	State	Mandatory	NCGS 115C-296 (b1)	June 30 (annually)		June 30th	IHE	Dean	Electronic	Title II Website	www.ncpublicschools.org/ihe	Elissa Brown	Teacher Education	Academic Services & Instructional Support Program Monitoring and Support
LEP Metritech file	Individual pre-coding information for ELP test documents	Federal	Mandatory	Title III, PL 107-110 (NCLB)	Dec 5			Student	LEP Coordinator	Electronic	LEP CFDC		Helga Fasciano	K-12 Program Areas	Academic Services and Instructional Support / Curriculum & Instruction
Local Career & Technical Education (CTE) Plan	Shows how federal CTE funds and matching state funds will be spent at the LEA and plans for data-based improvements	State & Federal	Mandatory	PL 109-270/Title I Sect. 132	Phase I: May 20 Phase II: October 15		In May projecting for expenditures in the following year	School LEA	Central Office	Electronic	Planning and Performance Management System	ctelps.dpi.state.nc.us	Rhonda Welfare	CTE State & Federal Accountability	Academic Services & Instructional Support Career and Technical Education
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 2010-11 and every five years thereafter			School LEA	LEA person in charge of facilities	Electronic	E-mail/ Mailed CD		Ken Phelps	School Planning	Financial & Bus Services School Support
McKinney-Vento: Competitive Grant	Programs for homeless children	Federal	Mandatory	Title X, Part C, PL 107-110 (NCLB)	July			LEA	LEA Homeless Liaison	Electronic	CCIP	http://www.ncpublicschools.org/comped/	Donna Brown	Federal Program Monitoring	Academic Services and Instructional 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
Migrant Education Program (MEP) Data Collection	School, MEP, and service data on migrant children	Federal	Mandatory	Title I Part C Section 1301-1309	September 5			Student	LEA and Regional MEP data specialist	Electronic	MIS2000		Loreto Tessini	Federal Program Monitoring	Academic Services and Instructional Support
Missed instructional Days	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

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Monitoring System	Each LEA will develop a six-year performance plan that measures its progress toward federal priority areas. An annual report of progress requires data submission	Federal	Mandatory	IDEA 2004 Section 616	August-March, Precise dates to be scheduled, Annual Report by June 30			LEA	Exceptional Children Director	Paper / Electronic	Mail / Email		Ira Wolfe	Policy, Monitoring & Audit	Academic Services & Instructional Support Exceptional Children
Monitoring System	Continuous Improvement Self-Assessment Analysis of LEA's strengths and needs and areas of	Federal	Mandatory	34CRF330.141	April 30			LEA	Exceptional Children Director	Paper	Mail		Ira Wolfe	Policy, Monitoring & Audit	Academic Services & Instructional Support Exceptional Children
Monthly Financial Report (MFR)	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
National Assessment of Educational Progress (NAEP)	Materials related to NAEP (student, school and calendar information to inform the construction of the NAEP sampling frame)	State & Federal	Mandatory	NCLB, SBE Policy GCS-C-005 and GCS-C-021	September 14, 2011	Every 4 Years		Student	School Test Coordinator	Paper	Paper and Secure FTP		Iris Garner	Testing Policy and Operations	Academic Services & Instructional Support Accountability
NC Migrant Evaluation Report	Assess effectiveness of program to meet educational needs of migratory children	Federal	Mandatory	Title I, Part C, Section 1304, PL 107-110 (NCLB)	August 31			LEA	Central Office	Paper	Fax/Email/Mail	http://www.ncpublicschools.org/comped/	Sonja Williams	Federal Program Monitoring	Academic Services and Instructional Support
NC School Report Card Teacher Quality Data	Annual information about teacher turnover, licensure status, number of teachers with National Board Certification, number of teachers with advanced degrees, and teaching experience; also contains information principal demographics. LEAs review and verify data generated from Licensure System database	State & Federal	Mandatory	PL 107-110 (NCLB) Office of the Governor	July 15			School	Personnel Administrator	Electronic	Email		Mike Cash	N/A	Financial & Bus Division of School Business
NCLB Title II Part D Formula Grant Applications	The State educational agency shall award subgrants of NCLB Enhancing Education Through Technology to each eligible local education agency.	Federal	Mandatory	NCLB Title II Part D Section 2412	June 29		End of School Year	LEA	District Level Technology Personnel	Paper		http://www.ncwiseow1.org/impact/div_it/docs/EETTFormulaAPP_07-08.doc	Neill Kimrey	Instructional Technology	Academic Services and Instructional Support
Neglected & Delinquent (N&D) Aggregate Data Collection	Count of N&D students served in state agencies broken down by demographic and academic indicators	Federal	Mandatory	Title I, Part D (NCLB)	May 31			State Agency	DJJ and DOC N&D Coordinators	Electronic	CFDC	https://schools.nc.gov/title1fdc	Loreto Tessini	Federal Program Monitoring	Academic Services and Instructional Support
Neglected and Delinquent Application	Programs for Children in N & D Institutions	Federal	Mandatory	Title I, Part D, Section 1414, PL 107-110 (NCLB)	June			LEA	LEA Title I Director and State Agencies	Paper	Fax/Email/Mail	http://www.ncpublicschools.org/comped/	Faye McDaniel	Federal Program Monitoring	Academic Services and Instructional Support
No Child Left Behind (NCLB) Teacher Quality Report	Annual report details percentage of classes taught by "highly qualified" teachers, number of paraprofessionals that are qualified, number of teachers completing quality professional development, and number of lateral entry teachers completing two-weeks of training	Federal	Mandatory	PL 107-110 (NCLB)	June 30			School	Personnel Administrator	Electronic	NCLB web pages		Brandon Patterson	Educator Recruitment and Development	Academic Services and Instructional Support
Nominations for Governor's School	Nominations of individual students to be selected to participate in the Governor's School	State	Mandatory		November 18		Application packets sent to schools in September; student auditions and selections held in February/March	Student	Public and private schools	Paper	Mail and Fax		Laura Snyder Camilla Roberson	Administration	Academic Services & Instructional Support Exceptional Children
Non-Promotion Revision Report	LEAs report students not promoted to next grade level	State	Mandatory	NCGS 115C-12(18)(b)	September 30	Annually		Student	Principal	Electronic	NCWISE		Andrew Cox	School Reporting	Financial & Bus Services School Business

List of Required Submissions 2011-12

As required by North Carolina SL 2011-379/HB 720, all reports in the NCDPI Master Data Calendar may be submitted electronically. The contact for each report can provide more information about the appropriate method for electronic submission.

Submission	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
October 1 Headcount	Statewide reporting of aggregate number of Limited English Proficient students (PreK-12, including private schools who are served by a school district) who are speakers of languages other than English reported by language and per student count of the above students who are identified as LEP enrolled in the school district/charter school for the current school year, up to and including October 1; English Language Proficiency (ELP) test	State & Federal	Mandatory	Title III, PL 107-110 (NCLB), SL2003-284, Section 7.15(b), NCAC 6D.0106 (GCS-K-005)	October 3-21			Student	LEP Coordinator	Electronic	LEP CFDC		Helga Fasciano	K-12 Program Areas	Academic Services and Instructional Support / Curriculum & Instruction
Out-of-District Placements	Funds for Special Education Services	Federal	Mandatory	IDEA-(20 U.S.C. 1411(e)(2-3)(A))	August September October		Students enrolled in first 60 days of school	Student	LEA EC Director	Paper	Application		Laura Snyder	Behavioral Support & Special Programs Section	Academic Services & Instructional Support Exceptional Children
Passenger Count	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	Electronic/Paper	Mail or Courier / Email	http://www.ncbussafety.org/StateForms.html	Derek Graham	Transportation	Financial & Bus Services School Support
Per Capita Distribution	LEAs report when they serve students from other LEAs. LEAs with city LEAs only	State	Mandatory	School Budget & Fiscal Control Act	February 15	Annually		LEA	Central Office	Electronic/ Paper	E-mail/ Fax/ Mail		Ozella Wiggins	NA	Financial & Bus Services School Business
Personnel	Counts of special education teachers and related services personnel providing special education and related services to children ages 3-21 on December 1 of each year	Federal	Mandatory	Section 618 of IDEA	August 29			LEA	Exceptional Children Directors	Web Survey	Email Link		Kelley Steen	EC Delivery Team	Technology Services Delivery/EPMO
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
Positive Behavior Intervention and Support (PBIS) Data Requirements	Report of school information in schools implementing Positive Behavior Support	Federal	Mandatory	84323A State Program Improvement Grant	June 30			School	School Staff	Paper	Email/ Fax/ Mail		Joe Simmons	Behavioral Support & Special Programs Section	Academic Services & Instructional Support Exceptional Children
Postschool Outcomes	UNC-Charlotte contracted to collect exit data on students with disabilities	Federal	Mandatory	IDEA Part B, State Performance Plan	May/June		Survey one year after student exits high school	Student	Special Education Teacher & EC Directors	Electronic Survey	Document		Freda Lee Bobbie Grammer	Professional Improvement & Professional Development / Policy, Monitoring & Audit	Academic Services & Instructional Support Exceptional Children
PRC 29 Intervention and Services Form	Request for PRC29 Funds	State	Mandatory	Policies Governing Services for Children with Disabilities NC 1506-1.7	May 1			Student	EC Staff	Electronic/Paper	Paper		Joe Simmons	Behavioral Support & Special Programs Section	Academic Services & Instructional Support Exceptional Children
PRC 29 Intervention and Services Form and Student Information Form	Report of interventions provided by PRC 29 funds	State	Mandatory	Policies Governing Services for Children with Disabilities NC 1506-1.5	August 15			Student	EC Staff	Electronic/Paper	Email/ Fax/ Mail		Joe Simmons	Behavioral Support & Special Programs Section	Academic Services & Instructional Support Exceptional Children
PRC 29 Intervention and Services Form and Student Information Form	Report of interventions provided by PRC 29 funds	State	Mandatory	Policies Governing Services for Children with Disabilities NC 1506-1.6	February 2			Student	EC Staff	Electronic/Paper	Email/ Fax/ Mail		Joe Simmons	Behavioral Support & Special Programs Section	Academic Services & Instructional Support Exceptional Children

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Submission	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
Preschool Child Outcomes Summary Survey	Data on positive social-emotional, acquiring & using knowledge/skills, and appropriate action taken to meet needs	Federal	Mandatory	IDEA Part B, Section 619	August 15			LEA	Preschool Coordinators or EC Director	Web Survey and CECAS	Email Link/CECAS		Joe Simmons	Behavioral Support & Special Programs Section	Academic Services & Instructional Support Exceptional Children / Office of School Readiness
Principal's Monthly Report (PMR)	PMR System collects summary enrollment, membership, and attendance by grade level from each public school	State	Mandatory	NCGS 115C-12(18)(b)	Monthly	Monthly		School	Principal	Electronic	NCWISE		Ozella Wiggins	School Reporting	Financial & Bus Services School Business
Private Schools	Approval of private schools to provide special education	Federal	Mandatory	IDEA, Title VI, Part B	August-May			Student	Monitoring Consultant	Paper	Application		Barbara Scriven	Policy, Monitoring & Audit	Academic Services & Instructional Support Exceptional Children
Professional Personnel Activity Report (PPAR)	School Activity Report (SAR) manual form. Tracks schools and some career centers.	State	Mandatory	NCGS 115C-301 (g), NCGS 115C-301 (f), PL 95-561, 20 USC 3221-3261, NCGS 115C-47 (10)	Annually	Annually	Within 21 days of the end of 2nd School Month	Teacher	Data Manager/Principal	Electronic	E-mail/APEX		Angela Harrison	School Reporting	Financial & Bus Services School Business
Public School Capital Building Fund	Various forms relative to expenditure of Public School Capital Building Funds	State	Mandatory	NCGS 115C-546.1	As Needed			School LEA	Usually Finance Officer	Paper / Electronic	Fax/Mail		Ken Phelps	School Planning	Financial & Bus Services School Support
Public School Full-Time Personnel Report	Personnel assignments and number of staff in various staffing categories.	State	Mandatory	NCGS 115C-12(18)(b)	October 31	Annually		LEA	Personnel Administrator	Electronic	e-mail		Andrew Cox	School Reporting	Financial & Bus Services School Business