

**Master Data Calendar
List of Required Submissions 2014-15**

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
21st Century Community Learning Center Annual Data Collection		Data on children served by 21st Century Community Learning Centers	Federal	Mandatory	ESEA, Title IV, Part B, SEC.4202	October 31			Student	21st CCLC Grantee	Electronic	CFDC	https://schools.nc.gov/21ccclc	Loreto Tessini	Federal Program Monitoring	Academic Services and Instructional Support
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
AIG - 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 30			LEA	NCWISE Operators/ AIG Directors	Electronic	NCWISE		Sneha Shah-Coltrane	Academically/ Intellectually Gifted	Academic Services and Instructional Support / Curriculum, Instruction, & Technology
AIG - Local AIG Plan		For years 2013-16	State	Required	Article 9B, 11C-150.5 .8	41470				AIG Coordinators	Electronic			Sneha Shah-Coltrane	Academically/ Intellectually Gifted	Academic Services and Instructional Support / Curriculum, Instruction, & Technology
Alternate Assessment Files	Report	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		Tammy Howard Hope Lung	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	PowerSchool		Ken Gattis	School Planning	Financial & Bus Services / Safe and Healthy Schools Support
Alternative School Local Options Data	Report	Alternative Schools designate additional data indicators for READY Model	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 Barbour	Accountability	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		Dorothy Snyder	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 20	Annually	October	Student	Dropout Prevention Coordinator	Electronic	PowerSchool		Ken Gattis	School Planning	Financial & Bus Services / Safe and Healthy Schools Support
Annual Media and Technology Report (AMTR)		Report of media/technology resources in each school and LEA	State	Mandatory	NCGS 115C-102.7	January 30 June 30			School	Media/ Technology Personnel	Electronic	Website		Cathy Mathews Julian Nichols-Wilson	Digital Teaching & Learning	Academic Services and Instructional Support

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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			Donna Brown	Federal Program Monitoring	Academic Services and Instructional Support
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	Electronic	Email		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 Monday closest to 8/26 or end date NLT the Friday closest to 6/11 of each year	State	Mandatory	NCGS 115C-84.2, (SB 187, 2012)	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 - EC		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 Blas	EC Delivery Team	Technology Services Delivery/EPMO

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Child Count -EC		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 Blas	EC Delivery Team	Technology Services Delivery/EPMO
Child Nutrition (CN) 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
Class-size - EC		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		Marie Massingill	Instructional Support & Related Services & Policy, Monitoring & Audit	Academic Services & Instructional Support Exceptional Children
Clustered Students with Disabilities (SWD)	Report	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	Report	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 Faye Atkinson	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	PowerSchool		Karl Pond	Production Systems Software Support	Office of the Superintendent/Division of Data, Research and Federal Policy
Community Residential Centers		Funds for Special Education Services	State	Mandatory	Policies Governing Services for Children with Disabilities	October 15	Annually (if needed)		Student	LEA EC Director	Paper	Application		Tracy Riddle	Behavioral Support & Special Programs Section	Academic Services & Instructional Support Exceptional Children

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Comprehensive, Continuous Improvement Plan	Application	Used by local education agencies (LEAs) and charter schools to apply for federal entitlement funds for Title I-Part A, School Improvement Grants, Migrant Education, Title II-Part A, and Rural Education Achievement Programs	Federal	Mandatory	Title I, Part A, Section 1112(a), PL 107-110; Title I, Part A Section 1003(a) PL 107-110; Title I, Part C, Section 1304, PL 107-110; Title II, Part A Section 2111 PL 107-110; Title VI, Part B Section 6221 PL 107-110 (ESEA)	June 30	Annually							Donna Brown	Federal Program Monitoring	Academic Services and Instructional 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	Email	http://www.ncbussafety.org/StateForms.html	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
Data Verification	Report	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	September 1	Annually (if needed)		Student	LEA EC Director	Paper	Application		Tracy Riddle	Behavioral Support & Special Programs Section	Academic Services & Instructional Support Exceptional Children
Economically Disadvantaged Students (EDS) Data Collection for Child Nutrition Non-participants Charter Schools	Report	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	Report	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)	Report	Authoritative source of LEA and School Numbers. Used to prepare Education Directory, for Federal Reporting, Accountability, PowerSchool, etc.	State	Mandatory	NCGS 115C-12(18)(b)	As needed	Annually		School	Principal & Central Office	Electronic	EDDIE		Nicola Lefler	EDDIE	Financial & Bus Services School Business
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 20-May 1			Student	TC/LEP Coordinator	Electronic	Power School		Michael Riles	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		Grant application for IDEA 611 special education services (including maintenance of fiscal effort)	Federal	Mandatory	IDEA Part B, Section 611	May 31 (September 30 MOE)	Annually	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		Grant application for IDEA 611 special education services (including maintenance of fiscal effort)	Federal	Mandatory	IDEA Part B, Section 619	May 31 (September 30 MOE)	Annually	41425	LEA	Central Office	Electronic	EC Grants		Vivian James Norman Allard Valerie Herndon	Behavioral Support & Special Programs Section	Academic Services & Instructional Support Exceptional Children/Office of Early Learning
Exiting - EC		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 Blas	EC Delivery Team	Technology Services Delivery/EPMO
F&RP Residential Child Care Institutions (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

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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
Field Test / Special Studies	Report	Student information and performance on state field tests and special studies	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 Hope Lung	Test Development, TOPS	Academic Services & Instructional Support Accountability
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	March October			LEA	LEA	Electronic	Child Nutrition System		Lynn Harvey	Child Nutrition	Financial & Bus Services Safe and Healthy School Support
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			Bill Elvey, Carol Ann Hudgins, Leigh Mobley	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	Report	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		Marie Massingill	Policy, Monitoring & Audit	Academic Services & Instructional Support Exceptional Children
Graduate Data submission	Report	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	PowerSchool		Angela Harrison	School Reporting	Financial and Business Services, School Business Services
Group/Foster Homes		Funds for Special Education Services	State & Federal	Mandatory	Article 9 Special Education Law	As needed within 60 days of enrollment	Annually (if needed)		Student	LEA EC Director	Paper	Application		Tracy Riddle	Behavioral Support & Special Programs Section	Academic Services & Instructional Support Exceptional Children

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Homeless data collection		Data on homeless children	Federal	Mandatory	Title X	June 15			Student	LEA Homeless Liaison and Charter Schools	Electronic	CFDC	https://schools.nc.gov/homeless	Loreto Tessini	Federal Program Monitoring	Academic Services and Instructional Support
Identified Student Percentage for the Community Eligibility Provision	Automated Report	Number of students directly certified or categorically eligible for free meals	State and Federal	Mandatory	Public Law 111-296 (Healthy, Hunger-Free Kids Act)	April 1			LEA/School	CN Administrator	Electronic	CN Technology System		Lynn Harvey	Child Nutrition	Financial & Business Services, Saf and Healthy Schools Support Division
Immigrant Count		Number of immigrant students and born in or out of US	Federal	Mandatory	Tite III, PL 107-110 (NCLB)	February 2 February 20			Student	LEP Coordinator	Electronic	Immigrant CFDC		Michael Riles	K-12 Program Areas	Academic Services and Instructional Support / Curriculum & Instruction
Impermissible Uses of Seclusions and Restraints		Required report by schools of certain impermissible incidents	State	Mandatory	NCGS 115C-391.1, 115C-47(45)	June 30	Annually		Student	LEA Discipline Data Coordinator	Electronic	PowerSchool		Ken Gattis	School Planning	Financial & Bus Services / Safe and Healthy Schools Support
Information Update - Textbook Services		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	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	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	IHE Web Portal	www.rep.dpi.state.nc.us/ihe	Rachel McBroom	Educator Effectiveness	Academic Services and Instructional Support
Institutions of Higher Education (IHE) Title II Report	Report	Annual report on performance of teacher education program graduates on licensing exams	Federal	Mandatory	1998 HEA Title II Sections 207 and 208	April 30			IHE	Dean	Electronic	Title II Website		Rachel McBroom	Educator Effectiveness	Academic Services and Instructional Support
Limited English Proficient (LEP) Metritech file		Individual pre-coding information for ELP test documents	Federal	Mandatory	Title III, PL 107-110 (NCLB)	November 21			Student	LEP Coordinator	Electronic	LEP CFDC		Michael Riles	K-12 Program Areas	Academic Services and Instructional Support / Curriculum & Instruction
Local Career & Technical Educaiton (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

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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
Memo - Child Nutrition		Agreement/Letter of Renewal-State/Local agreement of implementaton 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
Menu Certification		Documentation to certify that the SFA is serving meals that meet the new meal pattern to obtain additional \$.06 reimbursement	Federal	Mandatory	7CFR Parts 210, 220, 215, and 245	As needed			LEA	CN Director	Electronic	CN Certification Portal		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	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 - EC Supplies		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
National Assessment of Educational Progress (NAEP)	Report	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	October 1	Annually		Student	School Test Coordinator	Paper	Paper and Secure FTP		Iris Garner	Testing Policy and Operations	Academic Services & Instructional Support Accountability

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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)	July 15			State Agency	DJJ and DPS N&D Coordinators	Electronic	CFDC	https://schools.nc.gov/title1fdc	Loreto Tessini	Federal Program Monitoring	Academic Services and Instructional Support
Neglected & Delinquent (N&D) Student Level Data Collection		N&D students served in LEAs and academic indicators	Federal	Mandatory	Title I, Part D (NCLB)	July 15			LEA	LEA N&D Director	Electronic	CFDC	https://schools.nc.gov/title1fdc	Loreto Tessini	Federal Program Monitoring	Academic Services and Instructional Support
No Child Left Behind (NCLB) Teacher Quality Report	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
October 1 LEP 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 tier verification.	State & Federal	Mandatory	Title III, PL 107-110 (NCLB), SL2003-284, Section 7.15(b), NCAC 6D.0106 (GCS-K-005)	October 1-24			Student	LEP Coordinator	Electronic	Power School		Michael Riles	K-12 Program Areas	Academic Services and Instructional Support / Curriculum & Instruction

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Out-of-District Placements - EC		Funds for Special Education Services	Federal	Mandatory	IDEA-(20 U.S.C. 1411(e)(2-3)(A)	As needed within 30 days of OOD enrollment	Annually (if needed)	Within 30 days of enrollment in OOD placement	Student	LEA EC Director	Paper	Application		Tracy Riddle	Behavioral Support & Special Programs Section	Academic Services & Instructional Support Exceptional Children
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	February 15	Annually		LEA	Central Office	Electronic/ Paper	E-mail/ Fax/ Mail		Ozella Wiggins	NA	Financial & Bus Services School Business
Personnel - EC		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 Blas	EC Delivery Team	Technology Services Delivery/EPMO
Policy Statement - CN		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		Beverly Colwell & Marie Massengill	Professional Improvement & Professional Development / Policy, Monitoring & Audit	Academic Services & Instructional Support Exceptional Children
PRC 118 Autism Strategic Plan - EC			Federal funds	Participation in Autism strategic plan is voluntary but if receiving funds the report is mandatory		June 30	Annually	June	LEA	Finance Officer	Paper	E-mail/ Fax/ Mail		Dana Rusher & Dreama McCoy	Supporting Teachers and Related Service	Exceptional Children
PRC 29 Intervention and Services Form - EC		Request for PRC29 Funds	State	Mandatory	Policies Governing Services for Children with Disabilities NC 1506-1.7	May 1			Student	EC Staff	Electronic/P aper	Paper		Joe Simmons	Behavioral Support & Special Programs Section	Academic Services & Instructional Support Exceptional Children

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PRC 29 Intervention and Services Form and Student Information Form - EC		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 - EC		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
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	Electronic	CECAS		Joe Simmons	Behavioral Support & Special Programs Section	Academic Services & Instructional Support Exceptional Children / Office of School Readiness
Principal's Monthly Report (PMR)	Report	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	PowerSchool		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		Glendora Hagins	Policy, Monitoring & Audit	Academic Services & Instructional Support Exceptional Children
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	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	APEX		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		Student	Principal	Electronic	PowerSchool		Andrew Cox	School Reporting	Financial & Bus Services School Business

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Race to the Top (RtT)	Detailed Scope of Work (DSW)	Maintenance of DSW and annual progress reporting	Federal	Mandatory	Grant Requirement	September 30	Annually		LEA	District RtT Lead	Electronic Web Tool	Web application	http://www.ncpublicschools.org/rtt/district/	Eric Thanos	RtT Program Office	Office of the Superintendent
Registration of Legally Blind Students		List of students in LEA who meet criteria of legal blindness	Federal	Mandatory	Act to Promote Education of the Blind, initiated in 1879	February 22		Eligible students as of first Monday of school in new calendar year	Student	Anyone (often a teacher of visually impaired), approved by LEA Exceptional Children Director; State Operated Programs and non-public schools, including homeschools, are also eligible	Electronic & Paper	Email/ Fax/ Mail; may be in CECAS next year		William Tubilleja	Sensory Support & Assistive Technology	Academic Services & Instructional Support Exceptional Children
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 Inventory by LEA	Report	Report of annual inventory by LEA at year end	State	Mandatory	Audit Compliance Supplement	July 31	Annually		LEA	Textbook Coordinators	Electronic	E-mail or Fax		Drew Fairchild	Textbook Services	Financial & Bus Services School Support
Report of Lost/Damaged Books	Report	Report showing all lost or damaged books for the LEA for the year	State	Mandatory	Audit Compliance Supplement	July 31	Annually		LEA	Textbook Coordinators	Electronic	E-mail or Fax		Drew Fairchild	Textbook Services	Financial & Bus Services School Support
Report of School Sales		Report of sales of textbooks to parents and/or sale of used books	State	Mandatory	NCGS-115C-96	July 31	Annually		LEA	Textbook Coordinators	Electronic	E-mail or Fax		Drew Fairchild	Textbook Services	Financial & Bus Services School Support
Response to Intervention (RTI) Data Collection		RTI Pilot sites collect referral, intervention, demographics and entitlement data	Federal	Mandatory	IDEA	September 30		Fall	Student	RTI Pilot Site Contact	Paper	E-mail		Lynne Loeser, Amy Jablonski	Program Improvement & Professional Development	Academic Services & Instructional Support Exceptional Children
Retention Promotion Graduation (RPG)	Report	Retention-Promotion/ Graduation Report	State	Mandatory	NCGS 115C-12(18)(b)	October 15	Annually		Student	Principal	Electronic	PowerSchool		Andrew Cox	School Reporting	Financial & Bus Services School Business
Risk Pool		Funds for Special Education Services	Federal	Mandatory	IDEA-(20 U.S.C. 1411(e)(2-3)(A))	September 31	Annually (if needed)		Student (Individual students can only be funded for up to 5 years)	LEA EC Director	Paper	Application End of Year Update needed by June 30		Tracy Riddle	Behavioral Support & Special Programs Section	Academic Services & Instructional Support Exceptional Children
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	APEX		Andrew Cox	School Reporting	Financial & Bus Services School Business

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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 Residential Child Care Institutions (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
Schematic Diagrams of School Facilities		Each local school administrative unit that does not currently maintain schematic diagrams of its school facilities as of the effective date of this act shall report to DPI on whether it intends to prepare schematic diagrams of its school facilities to provide to local law enforcement agencies and if any obstacles exist in preparing such schematic diagrams.	State	Mandatory	SL 2013-360 (SB 402, Budget Bill), sec. 8.39(b)	March 14, 2014			School	Facilities Department						
School Activity Report (SAR)	Report	SAR reports an individual school's full year academic schedule, courses offered, enrollment of classes, length of classes, and staffing of classes. Activities for certified personnel and selected non-certified personnel are reported on SAR.	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	Principal	Electronic	PowerSchool		Andrew Cox	School Reporting	Financial & Bus Services School Business

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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	Student School	LEA	Electronic	Child Nutrition System		Shery Peele	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 March 15			LEA	CN Director	Paper	Mail		Lynn Harvey	Child Nutrition	Financial & Bus Services School Support
SIP Data Collection		Student demographics/test data for SWD in Grades K-2; EOG/EOC data collected for schools participating in SIP II project	State & Federal	Mandatory	CFDA 84-323A	June 1		Spring	Student School	LEA SIG Coordinator	Electronic / Paper	E-mail	www.ncsip.org	Paula Crawford	Program Improvement & Professional Development	Academic Services & Instructional Support Exceptional Children
Special State Reserve		Funds for Special Education Services	State	Mandatory	Article 9 Special Education Law	As needed within 60 days of enrollment	Annually (if needed)		Student (Individual students new to the LEA can only be funded for the initial year of enrollment)	LEA EC Director	Paper	Application End of Year Update needed by June 30		Tracy Riddle	Behavioral Support & Special Programs Section	Academic Services & Instructional Support Exceptional Children
Suspended and Expelled Students; Acts of Crime and Violence		Disciplinary Data-Acts and consequences	State	Mandatory	NCGS 115-12(27)/SL 2001-424 Sec. 28.30(f)/ NCGS 115C-288	June 30	Annually	June	Student	LEA Discipline Data Coordinator	Electronic	PowerSchool		Ken Gattis	School Planning	Financial & Bus Services / Safe and Healthy Schools Support
Targeted Assistance School (TAS) Data Collection		Student's eligibility and services provided in a TAS	Federal	Mandatory	Title I, Part A (NCLB)	May 31			Student	LEA Title I Director	Electronic	CFDC	https://schools.nc.gov/title1fdc	Loreto Tessini	Federal Program Monitoring	Academic Services and Instructional Support
Teacher Turnover	Report	Annual report submitted by LEAs about number of teachers leaving and their reasons for leaving	State	Mandatory	NCGS 115C-12(22)	July 15			LEA	Personnel Administrator	Electronic/ Paper	Email or Fax		Brandon Patterson	Educator Recruitment and Development	Academic Services and Instructional Support
Technical Assistance/Administrative Reviews (TA/AR) 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 Administrator	Paper	Mail		Lynn Harvey	Child Nutrition	Financial & Bus Services Safe and Healthy School Support

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Test Materials Orders	Report	List of materials for state testing program	State & Federal	Mandatory	NCLB, SBE Policy GCS-C-005 and GCS-C-021	On-going	Yearly	Various times	LEA	LEA Test Coordinator	Electronic	Web (TNN)		Brian Swiger Nancy Carolan	Testing Policy and Operations, TOPS	Academic Services & Instructional Support Accountability
Testing Irregularity Report	Report	Report of testing issue	State & Federal	Mandatory	NCLB, SBE Policy GCS-C-005 and GCS-C-021	On-going	Yearly	Various times	Student	LEA Test Coordinator	Electronic	Web (OTISS)		Brian Swiger Nancy Carolan	Testing Policy and Operations	Academic Services & Instructional Support Accountability
Timely Placement		Percent of children with parental consent to evaluate, who were evaluated and eligibility determined within 90 days	Federal	Mandatory	IDEA Part B, Section 611	October 15		July 1st-June 30th	Student	LEA Exceptional Children Director or private agency director	Electronic/s preadsheet	Email		Ira Wolfe	Policy, Monitoring & Audit	Academic Services & Instructional Support Exceptional Children
Timely Transition		Percent of children referred by Part C prior to age 3 and who are found eligible for Part B who receive special Education and related services by 3rd birthday	Federal	Mandatory	IDEA Part B, Section 619	October 15		July 1st - June 30th	Student	LEA Exceptional Children Director or private agency director	Electronic	CECAS		Vivian James	Behavioral Support & Special Programs Section	Academic Services & Instructional Support Exceptional Children/Office of School Readiness
Title I - Other Data		Number of children served in Private Schools and in Neglected & Delinquent Facilities	Federal	Mandatory	Title I, Part A (NCLB)	May 31			LEA	LEA Title I Director	Electronic	CFDC	https://schools.nc.gov/title1fdc	Loreto Tessini	Federal Program Monitoring	Academic Services and Instructional Support
Title III Annual Performance Report (Program Evaluation)		Data analysis from previous school year for program evaluation; percent LEP students vs all students retained; percent LEP students who met and who did not meet state test standards; reflection on LEP student achievement, participation, and progress.	Federal	Mandatory	Title III PL 107-110 (NCLB)	November 26 - December 19			LEA	LEP Coordinator	Electronic	Zoomerang		Michael Riles	K-12 Program Areas	Academic Services and Instructional Support / Curriculum & Instruction
Title III Annual Performance Report (Program Types and Professional Development)		Data collection from previous school year on english language development program types and professional development.	Federal	Mandatory	Title III PL 107-110 (NCLB)	April 13 - May 29			LEA	LEP Coordinator	Electronic	Power School		Michael Riles	K-12 Program Areas	Academic Services and Instructional Support / Curriculum & Instruction

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Title III Application		Application for Title III Funds	Federal	Mandatory	Title III, PL 107-110 (NCLB)	May 29			LEA	LEP Coordinator	Electronic	Fax/Mail/e-mail		Michael Riles	K-12 Program Areas	Academic Services and Instructional Support / Curriculum & Instruction
Title III Improvement plans		improvement plans of LEAs in Title III improvement.	Federal	Mandatory	Title III, PL 107-110 (NCLB)	January 30			LEA	LEP Coordinator	Electronic	E-mail		Christie Lynch Ebert	K-12 Program Areas	Academic Services and Instructional Support / Curriculum & Instruction
Title V Abstinence Education (AEGP) Reporting Forms		Unduplicated count of youth receiving programs and services	Federal	Mandatory	PRC 101, Title V, Section 510, Social Security Act	Semi-Annual; April 10 and October 10		Spring and Fall	Student	Central Office; Title V AEGP Contact for funded LEAs	Electronic/Paper	Electronic/Mail		Nakisha Floyd	Healthy Schools	Academic Services & Instructional Support Healthy Schools
Transfers offered to and accepted by student victims of violence		Transfers offered to and accepted by student victims of violence	State	Mandatory	HRS-A-006	June 30	Annually		Student	LEA Discipline Data Coordinator	Electronic	PowerSchool		Ken Gattis	School Planning	Financial & Bus Services / Safe and Healthy Schools Support
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	Email	http://www.ncbussafety.org/StateForms.html	Derek Graham	Transportation	Financial & Bus Services School Support
Transportation 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	Electronic/Paper	Mail or Courier / Email	http://www.ncbussafety.org/StateForms.html	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	http://www.ncbussafety.org/StateForms.html	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		Derek Graham	Transportation	Financial & Bus Services School Support
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			Student School	LEA	Electronic	Child Nutrition System		Lynn Harvey	Child Nutrition	Financial & Bus Services Financial Services