



# PUBLIC SCHOOLS OF NORTH CAROLINA

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**TO** NC WISE Coordinators

**FROM** Andrew Cox *al ex*  
School Financial Reporting

**DATE** September 28, 2010

## 2010-11 PROFESSIONAL PERSONNEL ACTIVITY REPORT (PPAR)

The Professional Personnel Activity Report (PPAR) form is designed for year-round schools with more than one track, schools with grade ranges that require different matrix formats for scheduling, or schools with extended day programs with calendars differing from the regular day program all operating under a single school number.

PPAR forms are required for classroom teachers who perform activities in **both** the primary track **and** other tracks. Data entered through the PPAR system will replace any School Activity Report (SAR) transmitted data. Therefore, the PPAR for these individuals **must** report **all** activities performed in **all tracks**, including those performed in the primary track.

The "primary track" for multi-track schools should be fully scheduled on the SAR for all personnel who perform activities exclusively in that track. No PPAR is required for these individuals.

Details for completing the PPAR form can be found in the *School Activity Report and Professional Personnel Activity Report* manual at

<http://www.ncpublicschools.org/docs/fbs/accounting/manuals/sar.pdf>.

The Professional Personnel Activity Report forms should be submitted via mail by October 28, 2010 to:

Angela Harrison  
NC Department of Public Instruction  
Information Analysis and Reporting  
6334 Mail Service Center  
Raleigh, NC 27699-6334

If you have questions, please contact Angela Harrison, 919-807-3734 or email [aharrison@dpi.state.nc.us](mailto:aharrison@dpi.state.nc.us).

AC/ASH/dkm

### OFFICE OF FINANCIAL AND BUSINESS SERVICES DIVISION OF SCHOOL BUSINESS

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