

**Information Analysis and Reporting/Division of School Business
Financial and Business Services
Department of Public Instruction**

PROFESSIONAL PERSONNEL ACTIVITY REPORT

TRANSMITTAL SHEET

Instructions:

1. Complete one transmittal sheet for each group of PPARs submitted
2. Place completed transmittal sheet on top of the PPAR group
3. Deliver transmittal sheet and PPARs to the NC WISE Coordinator.
4. NC WISE Coordinator submits completed documents to:

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

LEA NO ¹ _____

SCHOOL NO ¹ _____

SCHOOL NAME _____

Total instructional minutes ² in a school day _____

Number of PPARs submitted _____

Principal's Name (Printed) _____

Principal's Signature _____ Date _____

Notes:

¹ This six-digit number is the state-assigned number listed in the *North Carolina Education Directory*. All six digits must be used to identify your school correctly.

² "Instructional minutes" is the total time available for providing instruction. This excludes the time spent in changing classes, lunch duty, homeroom period, etc.

Example: 6 periods x 55 minutes in each period = 330 minutes available for instruction. "School Day" is the period from the first bell to the last bell and, in all cases, it is longer than the instructional minutes.