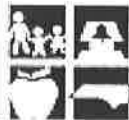


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Report to the Joint Legislative Education
Oversight Committee on the

Reduction of Paperwork in Public Schools

December 2001



Public Schools of North Carolina
State Board of Education . Department of Public Instruction
Office of the State Superintendent

Report to the Joint Legislative Education Oversight Committee Reduction of Paperwork in Public Schools

Executive Summary

The State Board of Education is required to report to the Joint Legislative Education Oversight Committee on its and the public schools progress with implementing section 8.18 C of Session Laws 2000-67 by December 15, 2001.

The provisions of the law require that the State Board shall:

1. Review requirements for reports from local school administrative units and, to the extent possible, eliminate any duplicate or obsolete reporting requirements;
2. Develop a plan for the implementation of a paperless student information management system prior to the 2005-2006 school year and request funds necessary for the implementation of the system;
3. Work with the United States Department of Education to standardize all compliance requirements of the federal Individuals with Disabilities Education Act (IDEA) and review and simplify the paperwork established by the Department of Public Instruction to verify compliance with this law;
4. Study the amount of State and local funds expended to meet compliance standards established under IDEA and State law;
5. Develop a plan to cut spending for compliance issues related to special education by fifty percent (50%) for the 2001-2002 fiscal year without jeopardizing procedural safeguards under federal IDEA. Any savings should be directed to services for children with special needs;
6. Develop a plan to fund compliance issues related to special education only with federal funds provided specifically for that purpose for the 2002-2003 fiscal year and to eliminate all State funding for compliance issues.

Report to the Joint Legislative Education Oversight Committee Reduction of Paperwork in Public Schools

Requirement 1: – Review requirements for reports from local school administrative units and, and to the extent possible, eliminate any duplicate or obsolete reporting requirements.

The Department of Public Instruction has reviewed the requirement for reports from local school administrative units and has eliminated duplicate or obsolete reporting requirements to the extent possible.

The Department annually reviews all such reports and generates a list of those that are required from the local administrative units and reduces the requirements where possible. The resulting list is incorporated into the “NCDPI Annual Data Plan” and is transmitted to each local public school superintendent. (See attached plan for 2000-2001). The Annual Data Plan for 2001-2002 is not complete at this time pending final determination of what data is to be retrieved from LEAs to meet reporting and study requirements mandated by the last session of the General Assembly. It is anticipated that the additional reports required this year will increase the net amount of data that will have to be collected from the local public schools.

Those requests for data that are not included in the Annual Data Plan are reviewed throughout the year by the DPI Data Review Committee before being transmitted to local administrative units for response. The vast majority of reports required from LEAs are the results of state or federal statutes or requests by the General Assembly or Legislative Staff.

Local public school administrative units responding to a recent survey reflected an average of an 8% reduction in the amount of paperwork that was required by their system since July 1, 2000.

The State Board of Education in its December 2001 meeting delegated the responsibility for meeting the requirements of Senate Bill 708 to the State Superintendent. Senate Bill 708 is also related to paperwork reduction in the public schools.

Requirement 2: – Develop a plan for the implementation of a paperless student information management system prior to the 2005-2006 school year and request funds necessary for the implementation of the system.

The development of a plan and implementation of a paperless student information management system prior to the 2005-2006 school year is dependent on The North Carolina Window of Information on Student Education (NC WISE). This is a web-based state-of-the-art student information management system and student data warehouse. It will be deployed in the state’s 2200 public schools to replace the antiquated current Student Information Management

System (SIMS). SIMS is a DOS-based, non-networked system, originally installed in the schools between 1985 and 1990.

NC WISE will provide school officials with tools for gathering and managing student real-time student data to administrators and teachers, and will provide timely and accurate reporting and information to parents and other authorized parties. NC WISE will be accessible to all classroom teachers, administrators, and other appropriately authorized personnel with access to a networked computer that is connected to the Internet. NC WISE will produce all reports (such as the Principal's Monthly Report and the School Activity Report) electronically to the Department of Public Instruction, the General Assembly, and other authorized agencies as required by Uniform Education Reporting System (UERS) legislation. NC WISE will eliminate virtually all current paper-based student data reports, including state and federal Exceptional Children headcount, discipline reports, and dropout reports. Additionally, student transcripts will be produced and transmitted electronically to receiving schools, colleges, and universities.

NC WISE will utilize centralized data center and data warehouse technologies as well as secure Internet connectivity to effectively, efficiently, accurately, and securely manage and distribute data and information on North Carolina's public school students. Because the system requires only a basic web browser on a low-end (non-platform-specific) workstation in the classroom or school office, the cost to the school and local education agency (LEA) to replace existing paper-based reports with electronic reporting will be minimized. Additionally, since NC WISE will be designed to gather data and produce reports as an end product of day-to-day school and administrative activities, labor-intensive reporting will be greatly reduced.

The pilot phase of the NC WISE project will be complete early in 2002. Statewide deployment (including SIMS data conversion and user training) will begin during the spring of 2002. The end of FY 2004-2005 will complete full statewide deployment.

Requirement 3: – Work with the United States Department of Education to standardize all compliance requirements of the federal Individuals with Disabilities Education Act (IDEA) and review and simplify the paperwork established by the Department of Public Instruction to verify compliance with this law.

North Carolina's Continuous Improvement Monitoring is aligned with the Office of Special Education's Monitoring process. Forms and paperwork have been modified and simplified to ensure compliance without redundancy. The Department of Public Instruction has forms posted on the web that assist teachers in completing processes and reducing the amount of paperwork involved. In most cases teachers/administrators can check or fill in a blank instead of meeting federal requirements by writing full letters or narratives.

The implementation of a paperless student information management system that includes requirements for students with disabilities and data warehousing will significantly reduce paperwork for teachers of students with disabilities.

Requirement 4: – Study the amount of State and local funds expended to meet compliance standards established under IDEA and State law.

Over 95% of funds used to meet compliance with IDEA and State law at the state level are federal funds.

The Department of Public Instruction conducted a study of State and local funds expended by LEAs to meet compliance standards established under IDEA and State law. Such expenditures include teacher salaries, contracted services, related services, instructional supplies, etc.

Results of the study show that state-wide \$627,635,287.00 in state money is expended for services for students with disabilities and \$73,543,842.00 in local money is used for services for students with disabilities.

Requirement 5: – Develop a plan to cut spending for compliance issues related to special education by fifty percent (50%) for the 2001-2002 fiscal year without jeopardizing procedural safeguards under federal IDEA. Any savings should be directed to services for children with special needs.

The Department of Public Instruction has developed a new model for monitoring compliance which has a strong focus on student accountability. This model has a self-assessment component which guides local units through the process of self-study with technical assistance provided from the state level. Over 95% of funding used from the state level for this process is federal funding.

The IDEA requires that the state have on file with the Secretary of Education of the U.S. Department of Education information to demonstrate that the State will not reduce the amount of State financial support for special education and related services for children with disabilities, or otherwise made available because of the excess costs of educating those children, below the amount of that support for the preceding fiscal year. CFR 300.154

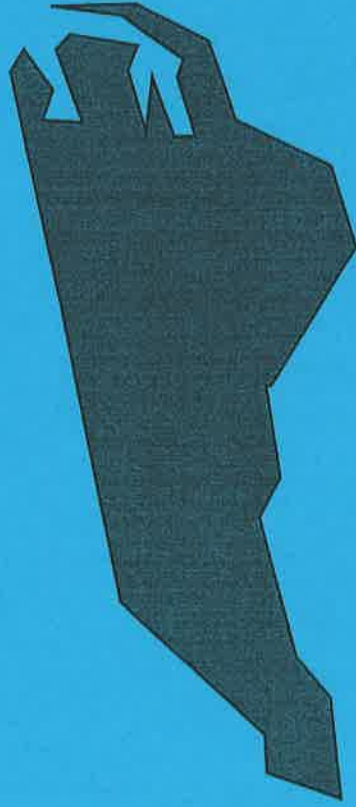
Funds expended by LEAs for services for children with disabilities are for the purpose of ensuring that those services meet requirements of Federal and State law.

Requirement 6: – Develop- a plan to fund compliance issues related to special education only with federal funds provided specifically for that purpose for the 2002-2003 fiscal year and to eliminate all State funding for compliance issues.

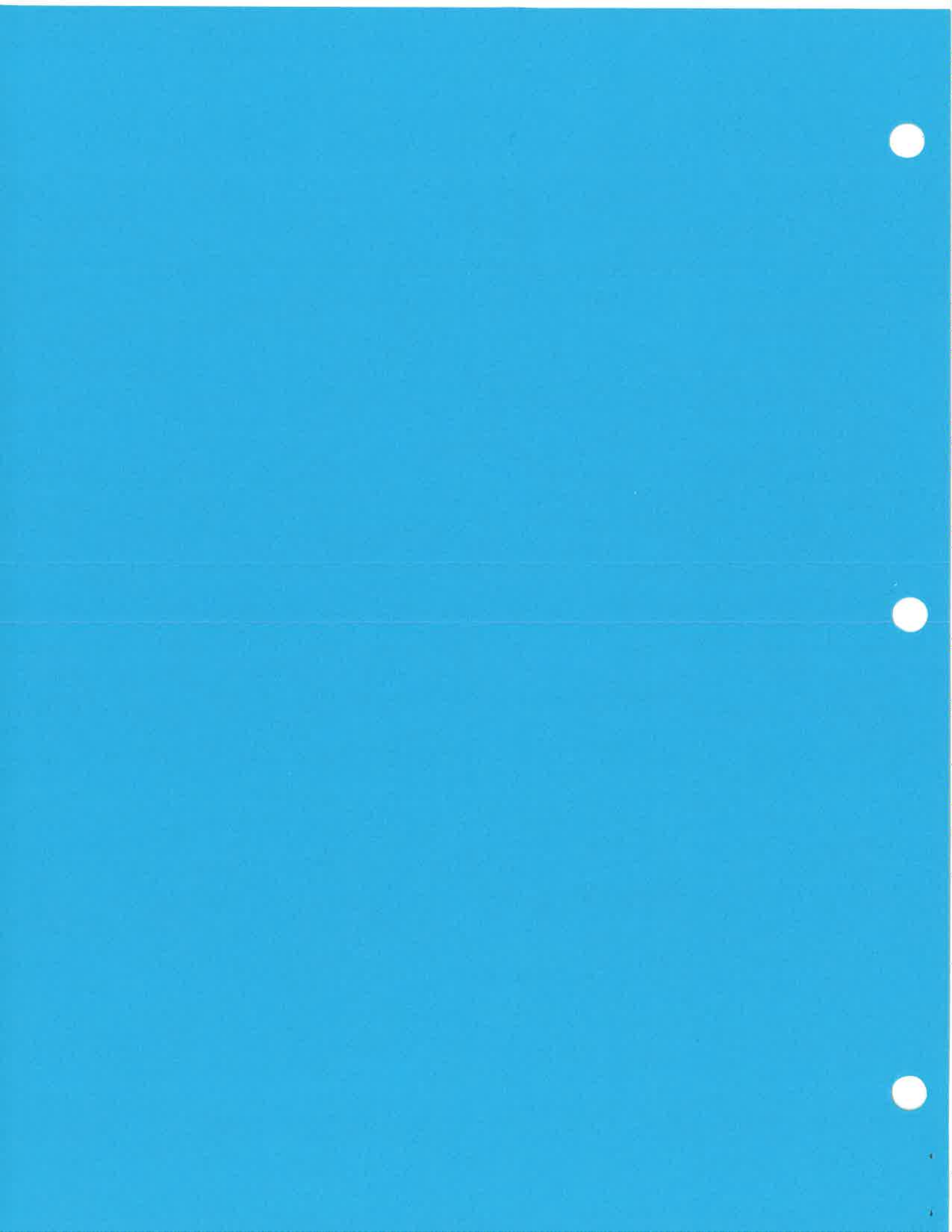
The Department of Public Instruction is working to eliminate all State funding for compliance issues within the Agency. At this time the only state funding used for compliance is 15% of two positions that work with Policy, Monitoring and Audit. When those two positions are changed to 100% federal, all funding for compliance issues will be from federal funding.

NCDPI Annual Data Plan 2000-2001

- Financial and Business Services
- Instructional and Accountability Services
- Information and Technology Services
- Office of State Superintendent



PUBLIC SCHOOLS OF NORTH CAROLINA
State Board of Education
Phil Kirk, Chairman
Department of Public Instruction
Mike Ward, State Superintendent



**NCDPI ANNUAL PLAN
2000-2001**

The Department of Public Instruction collects data from public and non-public schools of North Carolina in its effort to assist in the education of all school children. The agency compiles, manages and reports this data to local school systems, the general public, various local, state and federal offices, and the news media. Accountability is an important part of what we do in the classroom, in local school offices, and in state offices.

It is our desire to maintain all data and information and report it as appropriate to those who need and request it in order to make decisions for the good of the classroom. It is also our mission not to ask for any data for which there is not an explicit need.

Contained in this publication is a list of data reports that are asked of the school systems across North Carolina. The reports are sorted in two ways: first by *date* of when the request is due and secondly by the *agency area/division* who collects the data. If additional information is needed about these reports, please contact the state agency personnel responsible for the data.

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By calendar date...

2000-2001						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NCDPI Annual Data Plan for 2000-2001

Sorted by Date

Due Date	Frequency	FORM #	Form/Title	Completion Level	Collection Method	Est'd Pers Hrs to Complete for LEA w/7000 Students	Initiating State Staff: Name/Phone	Program Area	Organizational Area/Division	Required by...	Law Citation
2-Jan	ANNUALLY	TESTS	HS COMPREHENSIVE TEST	STUDENT	BOTH	2 HRS	MILDRED BAZEMORE @ 5-1182	TESTING	INSTRUCT & ACCTBLY SRVS ACCOUNTABILITY	STATE	NCGS 115C-105.20; SB 1139
15-Jan	ANNUALLY	TESTS	END-OF-COURSE TESTING: ENGLISH II SERVICES AND MATERIALS FOR CHILDREN WHO ARE	STUDENT	BOTH	2 HRS	MILDRED BAZEMORE @ 5-1182	TESTING	INSTRUCT & ACCTBLY SRVS ACCOUNTABILITY	STATE	NCGS 115C-174.10 FEDERAL ACT TO PROMOTE THE EDUCATION OF THE BLIND - 1879 AND
15-Jan	ANNUALLY			CENTRAL OFFICE	PAPER	3 HRS	W DAVID MILLS @ 5-1993	AREAS OF EXCEPTIONALITY	INSTRUCT & ACCTBLY SRVS EXCEPTIONAL CHILDREN	FEDERAL	NUTRITION ACT OF 1966 - NATIONAL SCHOOL LUNCH ACT OF 1946 - NCGS 115C-
20-Jan	QUARTERLY	SFS-FC-1A	QUARTERLY REPORT	FINANCE OFFICER	ELECTRONIC AND PAPER	4 HRS	AMY MCCAULAY @ 5-1412	FED PROGRAMS CHILD NUTRITION	FINANCIAL & BUS SERVICES	STATE & FEDERAL	TITLE I, SECTION 1111 (g)
28-Feb	ANNUALLY		TITLE I PERFORMING REPORT	CENTRAL OFFICE	PAPER	5 HRS	CAROLYN COBB @ 5-1351	EVALUATION	INSTRUCT & ACCTBLY SRVS ACCOUNTABILITY	FEDERAL	PL 103-382
28-Feb	ANNUALLY		NOMINATION FORM FOR GOVERNOR'S SCHOOLS	CENTRAL OFFICE	PAPER	8 HRS	W DAVID MILLS @ 5-1993	AREAS OF EXCEPTIONALITY	INSTRUCT & ACCTBLY SRVS EXCEPTIONAL CHILDREN	STATE	PROCEDURES GOVERNING PROGRAMS & SERVICES FOR CHILDREN WITH SPECIAL NEEDS 1533
1-Mar	ANNUALLY	AS NEEDED	PUPIL TEXTBOOK ORDER FORM	CENTRAL OFFICE	PAPER	2 HRS	WANDA BENSON @ 5-5372	TEXTBOOK	FINANCIAL & BUS SERVICES SCHOOL SUPPORT	STATE	NCGS 115C-98 (a)
10-Mar	ANNUALLY	TESTS	END-OF-COURSE AND END-OF-GRADE FIELD TESTING	STUDENT	BOTH	2 HRS	MILDRED BAZEMORE @ 5-1182	TESTING	INSTRUCT & ACCTBLY SRVS ACCOUNTABILITY	STATE	NCGS 115C-174.10
15-Mar	ANNUALLY	TESTS	COMPETENCY TESTING-- FINAL TEST FOR SENIORS	STUDENT	BOTH	2 HRS	MILDRED BAZEMORE @ 5-1182	TESTING	INSTRUCT & ACCTBLY SRVS ACCOUNTABILITY	STATE	NCGS 115C-174.10
31-Mar	ANNUALLY	VEIS	VEIS PERFORMANCE DATA SERVICES FOR CHILDREN WITH DEAF-BLINDNESS	TEACHER & CENTRAL OFFICE	ELECTRONIC	6 HRS	DON BRANNON @ 5-1647	WORKFORCE DEVELOPMENT	INSTRUCT & ACCTBLY SRVS INSTRUCTIONAL SERVICES	FEDERAL	PL 101-392 PERKINS ACT / TITLE III & NC GS 115C-154
1-Apr	ANNUALLY			CENTRAL OFFICE	PAPER	3 HRS	W DAVID MILLS @ 5-1993	AREAS OF EXCEPTIONALITY	INSTRUCT & ACCTBLY SRVS EXCEPTIONAL CHILDREN	FEDERAL	OMB FORM #1820-0532
27-Apr	ANNUALLY		DECEMBER 1 TITLE VI-B HEADCOUNT FOR STATE-OPERATED PROGRAMS	OTHER STAFF	PAPER	10 HRS	TERESA DAIS @ 5-8045	POLICY MONITORING AND AUDIT	INSTRUCT & ACCTBLY SRVS EXCEPTIONAL CHILDREN	STATE & FEDERAL	NCGS 115C-110, IDEA 20 FEDERAL USC, CHAPTER 33
27-Apr	ANNUALLY		END-OF-YEAR REPORT (EYR)	CENTRAL OFFICE	PAPER	20 HRS	TERESA DAIS @ 5-8045	SPECIAL PROGRAMS	INSTRUCT & ACCTBLY SRVS EXCEPTIONAL CHILDREN	STATE & FEDERAL	PL 105-17 IDEA PART B AND ARTICLE 9 OF NC PUBLIC FEDERAL SCHOOL LAWS
30-Apr	ANNUALLY		APPLICATION FOR CHARTER SCHOOLS	ADMINISTRATOR	PAPER	UNKNOWN AT THIS TIME	GROVA BRIDGERS @ 5-1730	CHARTER SCHOOLS	FINANCIAL & BUS SERVICES OFFICE OF CHARTER SCHOOLS	STATE	NCGS 115C-238-29A
1-May	ANNUALLY	AS NEEDED	PUPIL TEXTBOOK ORDER FORM	CENTRAL OFFICE	PAPER	2 HRS	WANDA BENSON @ 5-5372	TEXTBOOK	FINANCIAL & BUS SERVICES SCHOOL SUPPORT	STATE	NCGS 115C-98 (a)
30-May	ANNUALLY		SCHOOL TV UTILIZATION	MEDIA COORDINATOR	PAPER	1 HR	LINDA DEGRAND @ 5-1545	DISTANCE LEARNING SYSTEMS	INFORMATION & TECH SRVS EMERGING TECHNOLOGIES	STATE	GENERAL ASSEMBLY SESSION LAWS - 1993 PAGE 780
30-May	AS NEEDED		OUT-OF-DISTRICT APPLICATION	CENTRAL OFFICE	PAPER	1 HR	VALARIE HERNDON @ 5-1585	SPECIAL PROGRAMS	INSTRUCT & ACCTBLY SRVS EXCEPTIONAL CHILDREN	STATE	PL 101-476 IDEA PART B AND ARTICLE 9 OF NC PUBLIC SCHOOL LAWS
2-Jun	ANNUALLY		APPLICATION FOR ESEA TITLE VI	CENTRAL OFFICE	PAPER	5 HRS	BILL MCGRAHY @ 5-1356	COMPENSATORY EDUCATION	INSTRUCT & ACCTBLY SRVS SCHOOL IMPROVEMENT	FEDERAL	TITLE VI PL 103-382
2-Jun	ANNUALLY		TITLE I APPLICATION	CENTRAL OFFICE	PAPER	10 HRS	BILL MCGRAHY @ 5-1356	COMPENSATORY EDUCATION	INSTRUCT & ACCTBLY SRVS SCHOOL IMPROVEMENT	FEDERAL	TITLE I, SECTION 1111 (g) PL 103-382

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10-Jun	ANNUALLY	TESTS	COMPUTER SKILLS	STUDENT	BOTH	3 HRS	BAZEMORE @ 5-1182	TESTING	INSTRUCT & ACCTBLY SRVS ACCOUNTABILITY	STATE	SBE POLICY #04F100
15-Jun	ANNUALLY		ANNUAL MEDIA AND TECHNOLOGY REPORT	OTHER STAFF	PAPER	2 HRS	WYNN SMITH @ 5-4736	EDUCATIONAL PLANNING AND SUPPORT	SRVS EDUCATIONAL TECHNOLOGY	STATE	NCGS 115C-102.7
20-Jun	ANNUALLY		TITLE I APPLICATION FOR MIGRANT PROGRAM	CENTRAL OFFICE	PAPER	5 HRS	RACHEL CRAWFORD @ 5-1356	COMPENSATORY EDUCATION	INSTRUCT & ACCTBLY SRVS SCHOOL IMPROVEMENT	FEDERAL	TITLE I, PART C SECTION 1304 (g) PL 103-382
29-Jun	ANNUALLY	SS-1010	HIGH SCHOOL GRADUATE SURVEY	PRINCIPAL	PAPER	2 HRS	KAY LONG @ 5-1618	STATISTICAL RESEARCH	FINANCIAL & BUS SERVICES	STATE	NONE
30-Jun	ANNUALLY		ANNUAL REPORT OF SCHOOL SALES	CENTRAL OFFICE	PAPER	1 HR	WANDA BENSON @ 5-5372	TEXTBOOK	FINANCIAL & BUS SERVICES SCHOOL SUPPORT	STATE	NCGS 115C-98 (a)
30-Jun	ANNUALLY		DISTANCE LEARNING SYSTEMS (DLS) STAFF DEVELOPMENT EVALUATIONS	FINANCE OFFICER	PAPER	30 MINS	LINDA DEGRAND @ 5-1545	DISTANCE LEARNING SYSTEMS	INFORMATION & TECH SRVS EMERGING TECHNOLOGIES	STATE	GENERAL ASSEMBLY SESSION LAWS - SECTION 188 PAGE 94
30-Jun	ANNUALLY	TESTS	GRADE 3 PRETESTS	STUDENT	BOTH	1.5 HRS	BAZEMORE @ 5-1182	TESTING	INSTRUCT & ACCTBLY SRVS ACCOUNTABILITY	STATE	GS 115C-105.20; SB 1139
30-Jun	ANNUALLY	TESTS	END-OF-GRADE TESTING PROGRAM - WRITING	STUDENT	BOTH	2 HRS	BAZEMORE @ 5-1182	TESTING	INSTRUCT & ACCTBLY SRVS ACCOUNTABILITY	STATE	NCGS 115C-174.10
30-Jun	ANNUALLY	TESTS	END-OF-COURSE TESTING: US HISTORY, ENGLISH, BIOLOGY, END-OF-GRADE TESTING PROGRAM: READING AND MATH	STUDENT	BOTH	2 HRS	MILDRED @ 5-1182	TESTING	INSTRUCT & ACCTBLY SRVS ACCOUNTABILITY	STATE	NCGS 115C-174.10
30-Jun	ANNUALLY	TESTS	MATH COMPETENCY TEST IN READING AND MATH	STUDENT	BOTH	2 HRS	BAZEMORE @ 5-1182	TESTING	INSTRUCT & ACCTBLY SRVS ACCOUNTABILITY	STATE	NCGS 115C-174.10
30-Jun	ANNUALLY	TESTS	INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)	STUDENT	BOTH	3 HRS	BAZEMORE @ 5-1182	TESTING	INSTRUCT & ACCTBLY SRVS ACCOUNTABILITY	STATE	NCGS 115C-174.10
30-Jun	ANNUALLY	SEMI-ANNUALLY	VEIS - STUDENT FOLLOW-UP	CENTRAL OFFICE	PAPER	12 HRS	BRENDA GILCHREST @ 5-1596	SPECIAL PROGRAMS	INSTRUCT & ACCTBLY SRVS EXCEPTIONAL CHILDREN	FEDERAL	PL 105-17 IDEA PART B PL 101-392 PERKINS ACT /
30-Jun	ANNUALLY	VEIS-4	ANNUAL DROPOUT REPORT	CENTRAL OFFICE	PAPER	4 HRS	DON BRANNON @ 5-1647	DEVELOPMENT	INSTRUCT & ACCTBLY SRVS INSTRUCTIONAL SERVICES	FEDERAL	TITLE III & NC GS 115C-154
30-Jun	ANNUALLY		SCHOOL VIOLENCE	CENTRAL OFFICE	PAPER	4 HRS	DON FARTHING @ 5-1686 AND GLADYS LOGAN @ 5-1972	EFFECTIVE PRACTICES	INSTRUCT & ACCTBLY SRVS SCHOOL IMPROVEMENT	STATE	BEP 1985
30-Jun	ANNUALLY		ESEA TITLE VI	PRINCIPAL & CENTRAL OFFICE	PAPER	7 HRS	DENNIS STACEY @ 5-1632	SUPPORT	INSTRUCT & ACCTBLY SRVS SCHOOL IMPROVEMENT	STATE	SENATE BILL 27 SECTION 139
1-Jul	ANNUALLY		STATISTICAL REPORT - NC MIGRANT PROGRAM - LOCAL PROJECT	CENTRAL OFFICE	PAPER	2 HRS	BILL MCGRADY @ 5-1356	EDUCATION	INSTRUCT & ACCTBLY SRVS SCHOOL IMPROVEMENT	FEDERAL	TITLE VI PL 103-382
1-Jul	ANNUALLY		EVALUATION REPORT	CENTRAL OFFICE	ELECTRONIC AND PAPER	5 HRS	RACHEL CRAWFORD @ 5-1356	COMPENSATORY EDUCATION	INSTRUCT & ACCTBLY SRVS SCHOOL IMPROVEMENT	FEDERAL	TITLE I, PART C SECTION 1304 (g) PL 103-382
2-Jul	ANNUALLY		ACCRUAL ADJUSTMENT SUMMARY	FINANCE OFFICER	ELECTRONIC AND PAPER	2 HRS	DAVID HOWELL @ 5-1095	REPORTING & ANALYSIS	FINANCIAL & BUS SERVICES FINANCIAL SERVICES	STATE	NCGS 115C-12 (19)
3-Jul	ANNUALLY		LEA VOCATIONAL EDUCATION PLAN	CENTRAL OFFICE	ELECTRONIC	6 HRS	DON BRANNON @ 5-1647	WORKFORCE DEVELOPMENT	INSTRUCT & ACCTBLY SRVS INSTRUCTIONAL SERVICES	FEDERAL	PL 101-392 PERKINS ACT / TITLE III & NC GS 115C-154
16-Jul	ANNUALLY		SUMMARY OF SCHOOL CLOSINGS REPORT	CENTRAL OFFICE	PAPER	1 HR	ALLEN SUGGS @ 5-2198	COMPLIANCE AUDIT/POLICY	FINANCIAL & BUS SERVICES FINANCIAL SERVICES	STATE	SCHOOL ATTENDANCE & STUDENT ACCTING MANUAL/SBE POLICY
20-Jul	ANNUALLY	SFS-4A	UNIT SUMMARY OF SCHOOL MONTHLY MEAL PARTICIPATION	CENTRAL OFFICE	PAPER	3 HRS	AMY MCCAULAY @ 5-1412	CHILD NUTRITION	FINANCIAL & BUS SERVICES FINANCIAL SERVICES	STATE & FEDERAL	NUTRITION ACT OF 1966 - NATIONAL SCHOOL LUNCH ACT OF 1946 - NC GS 115C-203 & 204
29-Jul	SEMI-ANNUALLY	SFS-FC-1A	QUARTERLY REPORT	FINANCE OFFICER	ELECTRONIC AND PAPER	4 HRS	AMY MCCAULAY @ 5-1412	FED PROGRAMS CHILD NUTRITION	FINANCIAL & BUS SERVICES FINANCIAL SERVICES	STATE & FEDERAL	NUTRITION ACT OF 1966 - NATIONAL SCHOOL LUNCH ACT OF 1946 - NC GS 115C-203 & 204
20-Jul	ANNUALLY		EDUCATION DIRECTORY UPDATE	PRINCIPAL & CENTRAL OFFICE	PAPER	2 HRS	KAY LONG @ 5-1618	STATISTICAL RESEARCH	FINANCIAL & BUS SERVICES FINANCIAL SERVICES	STATE	NONE
31-Jul	ANNUALLY	SCHEDULE A	LISTING OF SCHOOLS AND SITES	CENTRAL OFFICE	PAPER	30 MINS	JOHN MURPHY @ 5-1940	CHILD NUTRITION	FINANCIAL & BUS SERVICES SCHOOL SUPPORT	FEDERAL	PART 210 - NSLB 215-SMP; PART 220 - SBP PART 245

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Sorted by Date

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31-Jul	ANNUALLY	Memo	AGREEMENT LETTER OF RENEWAL	CENTRAL OFFICE	PAPER	5 MINS	JOHN MURPHY @ 5-1940	CHILD NUTRITION	FINANCIAL & BUS SERVICES SCHOOL SUPPORT	FEDERAL	PART 210 - NSLB 215-SMP; PART 220-SBP PART 245
31-Jul	ANNUALLY	CNS-1 AB	AGREEMENT	OTHER STAFF	PAPER	15 MINS	JOHN MURPHY @ 5-1940	CHILD NUTRITION	FINANCIAL & BUS SERVICES SCHOOL SUPPORT	FEDERAL	PART 210 - NSLB 215-SMP; PART 220-SBP
31-Jul	ANNUALLY	NSLP, SBP-SMP-2	APPLICATION	OTHER STAFF	PAPER	30 MINS	JOHN MURPHY @ 5-1940	CHILD NUTRITION	FINANCIAL & BUS SERVICES SCHOOL SUPPORT	FEDERAL	PART 210 - NSLB 215-SMP; PART 220-SBP PART 245
31-Jul	ANNUALLY	SCHEDULE B	LISTINGS OF RCCL SITES	OTHER STAFF	PAPER	15 MINS	JOHN MURPHY @ 5-1940	CHILD NUTRITION	FINANCIAL & BUS SERVICES SCHOOL SUPPORT	FEDERAL	PART 210 - NSLB 215-SMP; PART 220-SBP PART 245
1-Aug	ANNUALLY	TD-1	TRANSPORTATION REPORT FOR FISCAL YEAR	OTHER STAFF	BOTH	2 HRS	DEREK GRAHAM @ 5-1950	TRANSPORTATION	FINANCIAL & BUS SERVICES SCHOOL SUPPORT	STATE	ALLOTMENT POLICY MANUAL
15-Aug	ANNUALLY	F&RP 1A	SPECIAL MILK PROGRAM FREE MILK POLICY	OTHER STAFF	PAPER	15 MINS	JOHN MURPHY @ 5-1940	CHILD NUTRITION	FINANCIAL & BUS SERVICES SCHOOL SUPPORT	FEDERAL	PART 215, 245 - NSLP - SMP
15-Aug	ANNUALLY	F&RP 2	RCCH-FREE & REDUCED PRICE POLICY	OTHER STAFF	PAPER	15 MINS	JOHN MURPHY @ 5-1940	CHILD NUTRITION	FINANCIAL & BUS SERVICES SCHOOL SUPPORT	FEDERAL	PART 210, 220, 245
15-Aug	ANNUALLY	F&RP 1	SCHOOLS FREE & REDUCED PRICE POLICY	OTHER STAFF	PAPER	15 MINS	JOHN MURPHY @ 5-1940	CHILD NUTRITION	FINANCIAL & BUS SERVICES SCHOOL SUPPORT	FEDERAL	PART 210, 220, 245
30-Aug	ANNUALLY		NC-MIGRANT PROGRAM - LOCAL PROJECT EVALUATION REPORT	CENTRAL OFFICE	PAPER	5 HRS	CAROLYN COBB @ 5-1351	EVALUATION	INSTRUCT & ACCTBLY SRVS ACCOUNTABILITY	FEDERAL	TITLE I, PART C SECTION 1304 (g) PL 103-382
31-Aug	ANNUALLY	SS-1009	ANNUAL FINANCIAL REPORT (AFR)	CENTRAL OFFICE	ELECTRONIC	3 HRS	KAY STOKLEY @ 5-1615	STATISTICAL RESEARCH	FINANCIAL & BUS SERVICES	STATE	NCGS 115C-681, NCGS 115C-408 (b), PL 97-35, PL 1100-297, PL 81-874
1-Sep	ANNUALLY	VEIS-4	VEIS - STUDENT FOLLOW-UP	TEACHER & CENTRAL OFFICE	PAPER	4 HRS	DON BRANNON @ 5-1647	WORKFORCE DEVELOPMENT	INSTRUCT & ACCTBLY SRVS INSTRUCTIONAL SERVICES	FEDERAL	PL 101-392 PERKINS ACT / TITLE III & NC GS 115C-154
30-Sep	ANNUALLY	SS-123	NON-PROMOTION REVISION REPORT	PRINCIPAL	PAPER	10 MINS	ENGIN KONAC @ 5-1609	STATISTICAL RESEARCH	FINANCIAL & BUS SERVICES	STATE	NONE
15-Oct	ANNUALLY	TD-24A	TRANSPORTATION CONTRACTS FOR EXCEPTIONAL CHILDREN	OTHER STAFF	BOTH	2 HRS	DEREK GRAHAM @ 5-1950	TRANSPORTATION	FINANCIAL & BUS SERVICES SCHOOL SUPPORT	STATE	ALLOTMENT POLICY MANUAL
15-Oct	ANNUALLY	TD-2R	DRIVER SALARY DATA	OTHER STAFF	BOTH	4 HRS	DEREK GRAHAM @ 5-1950	TRANSPORTATION	FINANCIAL & BUS SERVICES SCHOOL SUPPORT	STATE	NCGS 115C-240
15-Oct	ANNUALLY	TD-2	TRANSPORTATION PASSENGER COUNT APPLICATION / ANNUAL SURVEY OF CHILDREN IN LOCAL INSTITUTION FOR NEGLECTED AND DELINQUENT PUBLIC SCHOOL FULL-TIME PERSONNEL	OTHER STAFF	PAPER	5-DAY COUNT	DEREK GRAHAM @ 5-1950	TRANSPORTATION	FINANCIAL & BUS SERVICES SCHOOL SUPPORT	STATE	ALLOTMENT POLICY MANUAL
29-Oct	ANNUALLY		REPORT	CENTRAL OFFICE	PAPER	5 HRS	BILL MCGRADY @ 5-1356	COMPENSATORY EDUCATION	INSTRUCT & ACCTBLY SRVS SCHOOL IMPROVEMENT	FEDERAL	TITLE I, SECTION 1111 (g) PL 103-382
31-Oct	ANNUALLY	SS-200	TIME PERSONNEL REPORT	PRINCIPAL	PAPER	2 HRS	MUHAMMAD @ 5-1613	STATISTICAL RESEARCH	FINANCIAL & BUS SERVICES	STATE	NONE
31-Oct	ANNUALLY	SS-100	PUPILS IN MEMBERSHIP BY RACE AND SEX	PRINCIPAL	PAPER	10 MINS	MUHAMMAD @ 5-1613	STATISTICAL RESEARCH	FINANCIAL & BUS SERVICES	STATE	NONE
31-Oct	ANNUALLY	SS-300	SALARY SUPPLEMENT LEA INSTRUCTIONAL TECHNOLOGY PLANS	CENTRAL OFFICE	PAPER	30 MINS	ENGIN KONAC @ 5-1609	STATISTICAL RESEARCH	FINANCIAL & BUS SERVICES	STATE	NONE
31-Oct	ANNUALLY	TD-TIMS	ROUTING REPORT - BUREAU OF THE CENSUS SUPPLEMENTAL DATA	CENTRAL OFFICE	PAPER	TEAM	BRADBURN @ 5-1528	EDUCATION TECHNOLOGIES	SRVS EDUCATION TECHNOLOGIES	STATE	NCGS 115C-102.5
1-Nov	ANNUALLY	SS-510	VEIS CO-OP WAGE REPORT	PRINCIPAL	PAPER	1 HR	ENGIN KONAC @ 5-1609	STATISTICAL RESEARCH	FINANCIAL & BUS SERVICES	FEDERAL	FEDERAL GOVERNMENT
1-Dec	ANNUALLY	VEIS-6	ADJUSTED APRIL 1 HEADCOUNT FOR STATE FUNDING	TEACHER, OTHER STAFF & CENTRAL OFFICE	PAPER	4 HRS	DON BRANNON @ 5-1647	WORKFORCE DEVELOPMENT	INSTRUCT & ACCTBLY SRVS INSTRUCTIONAL SERVICES	FEDERAL	PL 101-392 PERKINS ACT / TITLE III & NC GS 115C-154
13-Dec	ANNUALLY			POLICY MONITORING AND AUDIT	ELECTRONIC	25 HRS	TERESA DAIS @ 5-8045	POLICY MONITORING AND AUDIT	INSTRUCT & ACCTBLY SRVS EXCEPTIONAL CHILDREN	STATE	NCGS 115C-110, 1983 SESSION

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15-Dec	ANNUALLY		TEACHER, PRINCIPAL, OTHER STAFF & HEADCOUNT FOR LEAS	CENTRAL OFFICE	ELECTRONIC	25 HRS @ 5-8045	TERESA DAIS	POLICY MONITORING AND AUDIT	INSTRUCT & ACCTBLY SRVS EXCEPTIONAL CHILDREN	STATE & FEDERAL	NCGS 115C-110, IDEA 20 USC, CHAPTER 33
31-Dec	SEMI-ANNUALLY		DISTANCE LEARNING SYSTEMS (DLS) STAFF DEVELOPMENT EVALUATIONS	CENTRAL OFFICE	PAPER	30 MINS @ 5-1545	LINDA DEGRAND	DISTANCE LEARNING SYSTEMS	INFORMATION & TECH SRVS EMERGING TECHNOLOGIES	STATE	GENERAL ASSEMBLY SESSION LAWS - SECTION 188 PAGE 94
30-May	AS NEEDED		DEVELOPMENTAL DAY	CENTRAL OFFICE	PAPER	1 HR @ 5-1585	VALARIE HERNDON	SPECIAL PROGRAMS	INSTRUCT & ACCTBLY SRVS EXCEPTIONAL CHILDREN	STATE	PROGRAMS & SERVICES FOR CHILDREN WITH SPECIAL NEEDS G.S. 115C-122
30-May	AS NEEDED		GROUP HOMES	CENTRAL OFFICE	PAPER	1 HR @ 5-1585	VALARIE HERNDON	SPECIAL PROGRAMS	INSTRUCT & ACCTBLY SRVS EXCEPTIONAL CHILDREN	STATE	PROGRAMS & SERVICES FOR CHILDREN WITH SPECIAL NEEDS G.S. 115C-122
30-May	AS NEEDED		COMMUNITY RESIDENTIAL	CENTRAL OFFICE	PAPER	1 HR @ 5-1585	VALARIE HERNDON	SPECIAL PROGRAMS	INSTRUCT & ACCTBLY SRVS EXCEPTIONAL CHILDREN	STATE	PROGRAMS & SERVICES FOR CHILDREN WITH SPECIAL NEEDS G.S. 115C-122
15-Jun	ANNUALLY		SUSPENSION/EXPULSION DATA	CENTRAL OFFICE	PAPER	2 HRS @ 5-1351	CAROLYN COBB	EVALUATION SCHOOL SUPPORT	INSTRUCT & ACCTBLY SRVS ACCOUNTABILITY OFFICE OF STATE SUPT	STATE	GS 115C-276(f)
15-Jul	ANNUALLY		TEACHER TURNOVER	PERSONNEL	PAPER	VARIES @ 5-1077	JOE PARRY-HILL	PERSONNEL SUPPORT	HUMAN RESOURCE MANAGEMENT	STATE	GS 115C-12 (22)
15-Jul	ANNUALLY		LICENSE RENEWAL PLAN ALTERNATIVE LEARNING PROGRAMS - IDENTIFICATION SURVEY ALTERNATIVE LEARNING PROGRAMS - DATA ROSTER	CENTRAL OFFICE	PAPER	1 HR @ 5-2339	TOM BLANFORD	PROFESSIONAL TEACHING STANDARDS	STATE BOARD OF EDUCATION	STATE	EXCELLENT SCHOOLS ACT, 1997 SENATE BILL 272
15-Aug	ANNUALLY		PROGRAMS - DATA ROSTER	CENTRAL OFFICE	PAPER	15 MINS @ 5-1351	CAROLYN COBB	EVALUATION	INSTRUCT & ACCTBLY SRVS ACCOUNTABILITY	STATE	NCGS 115C-238.40-47
15-Aug	ANNUALLY		1999 CHARTER SCHOOL APPLICATION	PROGRAM/ SCHOOL	PAPER	1.5 HRS @ 5-1351	CAROLYN COBB	EVALUATION	INSTRUCT & ACCTBLY SRVS ACCOUNTABILITY	STATE	NCGS 115C-238.40-47
31-Aug	ANNUALLY		INITIAL LICENSURE REPORT	CITIZENS OFFICE/ILP	PAPER	ON-GOING PROCESS @ 5-1730	GROVA BRIDGERS	CHARTER SCHOOLS	FINANCIAL & BUS SERVICES OFFICE OF CHARTER SCHOOLS	STATE	NCGS 115C-238.29A
1-Oct	ANNUALLY		SURVEY OF BEGINNING TEACHERS, MENTORS AND EMPLOYERS	CENTRAL OFFICE/ILP	PAPER	VARIES @ 5-1145	EDDIE INGRAM	PERSONNEL SUPPORT	OFFICE OF STATE SUPT HUMAN RESOURCE MANAGEMENT	STATE	SBE POLICY
1-Oct	ANNUALLY		APPLICATION FOR EVEN START	CENTRAL OFFICE	PAPER	VARIES @ 5-1145	BETH ALLEN	TEACHER EDUCATION	HUMAN RESOURCE MANAGEMENT	STATE	SBE POLICY
15-Mar	ANNUALLY		IHE PERFORMANCE REPORT	CENTRAL OFFICE	PAPER	5 HRS @ 5-1845	BARBARA KULIGOWSKI	EARLY CHILDHOOD	INSTRUCT & ACCTBLY SRVS INSTRUCTIONAL SERVICES	FEDERAL	TITLE I, SECTION 1111 (g) PL 105-382
15-Apr	ON-GOING		BUS INVENTORY SURVEY	IHE DEAN DIRECTOR	PAPER & ELECTRONIC	VARIES @ 5-1147	BRAD ALLEN	TEACHER EDUCATION	HUMAN RESOURCE MANAGEMENT	STATE	SB 272 (ESA)
30-Jun	ANNUALLY		ABCs DATA	OTHER STAFF	PAPER	1 HR @ 5-1950	DEREK GRAHAM	TRANSPORTATION	FINANCIAL & BUS SERVICES SCHOOL SUPPORT	STATE	ALLOTMENT POLICY MANUAL
15-Oct	ANNUALLY		TEACHER VACANCY OPEN-ENDED	CENTRAL OFFICE PERSONNEL ADMINISTRATOR	BOTH PAPER & ELECTRONIC	ON-GOING PROCESS @ 5-129	GARY WILLIAMSON	REPORTING SCHOOL PERSONNEL SUPPORT	INSTRUCT & ACCTBLY SRVS ACCOUNTABILITY OFFICE OF STATE SUPT HUMAN RESOURCE MANAGEMENT	STATE	NCGS 115C-12 & 115C-105
1-Nov	ANNUALLY		TESTS ASSESSMENT	STUDENT	BOTH	30 MINS @ 5-1065	GARY JARRETT	PERSONNEL SUPPORT	HUMAN RESOURCE MANAGEMENT	STATE	REQUEST OF SBE
1-Nov	ANNUALLY		TESTS ASSESSMENT	STUDENT	BOTH	2 HRS @ 5-1065	MILDRED BAZEMORE	TESTING	INSTRUCT & ACCTBLY SRVS ACCOUNTABILITY	STATE	NCGS 115C-174.10

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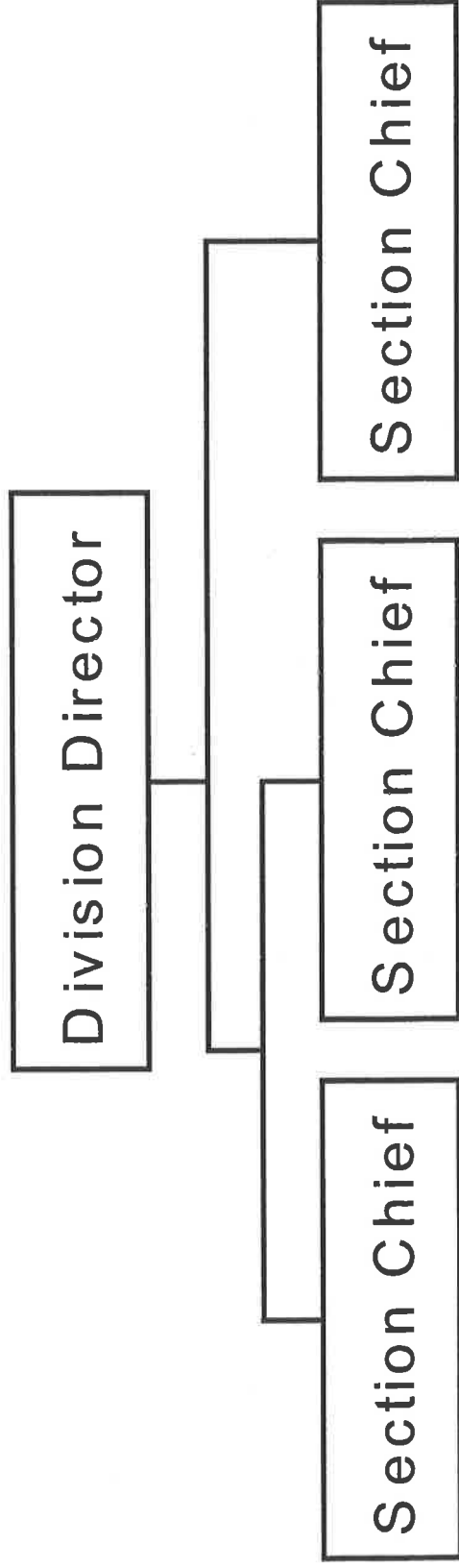
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15 Nov.	ANNUALLY		LIMITED ENGLISH-PROFICIENT (LEP) SURVEY	CENTRAL OFFICE	ELECTRONIC	2 HRS	JERRY TOUSSAINT @ 5-1803 AND JANE COWAN @ 5-1796	SECOND LANGUAGES, ESL, INFORMATION & REPORTING & ANALYSIS	INSTRUCT & ACCTBLY SRVS INSTRUCTIONAL SERVICES FINANCIAL & BUS SERVICES SCHOOL BUSINESS	FEDERAL	PL 100-297 200 HB 1840, SECTION 8.13A
15-Sept.	ONE-TIME ONLY		TEACHER ASSISTANT SURVEY	CENTRAL OFFICE	ELECTRONIC	60 HRS.	MARY MARTIN @ 5-1095	REPORTING & ANALYSIS	FINANCIAL & BUS SERVICES	STATE	8.13A
1-Mar.	ANNUALLY		SCHOOL RESOURCE OFFICER SURVEY	FINANCE OFFICER	PAPER	1 HR	JUDY WILKINSON @ 5-5660	BUDGET & ALLOTMENT	FINANCIAL SERVICES	STATE	LEGISLATIVE REQUEST
1-Mar.	ANNUALLY		DISTRIBUTION OF LOCAL FUNDS	FINANCE OFFICER	PAPER	3 HRS	ALLEN SUGGS @ 5-2198	REPORTING & ANALYSIS	FINANCIAL & BUS SERVICES	STATE	SCHOOL BUDGET AND FISCAL CONTROL ACT
30-Apr & 30-Oct	SEMI-ANNUALLY		LEARN & SERVE LOCAL MATCH QUARTERLY REPORT	FINANCE OFFICER	PAPER	2 HRS	STEPHANIE ENGLISH @ 5-1397	FED PROGRAMS	FINANCIAL & BUS SERVICES	CORPORATION	WITHIN WRITTEN REQUIREMENTS
30-Nov.	ANNUALLY	SF S4A	SCHOOL MONTHLY MEAL PARTICIPATION FOR OCTOBER ONLY FEDERAL PROGRAMS EXPENDITURE SUMMARY	FINANCE OFFICER & CENTRAL OFFICE	PAPER	2 HRS	AMY MCCAULAY @ 5-1412	FED PROGRAMS CHILD NUTRITION	FINANCIAL & BUS SERVICES	STATE & FEDERAL	NUTRITION ACT OF 1966 - NATIONAL SCHOOL LUNCH ACT OF 1946 - NCGS 115C-115C-
Approx. 5th day	MONTHLY	804	TURN-AROUND DOCUMENT	NON-LEA	PAPER	1 HR	DAVID HOWELL @ 5-1095	REPORTING & ANALYSIS	FINANCIAL & BUS SERVICES	STATE	NCGS 115C-12 (19)
Approx. 5th day	MONTHLY		USERS SUMMARY DATA	FINANCE OFFICER	ELECTRONIC	0 HRS	DAVID HOWELL @ 5-1095	REPORTING & ANALYSIS	FINANCIAL & BUS SERVICES	STATE	NCGS 115C-12 (18) (b)
By the 10th	MONTHLY	SFS-FC-1	SCHOOL FOOD MONTHLY REPORT	FINANCE OFFICER & CENTRAL OFFICE	ELECTRONIC AND PAPER	1 HR	AMY MCCAULAY @ 5-1412	FED PROGRAMS CHILD NUTRITION	FINANCIAL & BUS SERVICES	STATE & FEDERAL	NUTRITION ACT OF 1966 - NATIONAL SCHOOL LUNCH ACT OF 1946 - NCGS 115C-203 & 204
By the 15th	MONTHLY	TD-19	AMOUNTS TO BE REFUNDED TO SPFS FROM LOCAL FUNDS	FINANCE OFFICER	ELECTRONIC	1 HR	DAVID HOWELL @ 5-1095	REPORTING & ANALYSIS	FINANCIAL & BUS SERVICES	STATE	NCGS 115C-12 (19) AND 115C-240 (f)
End of 2nd Sch Month	ANNUALLY		CLASS SIZE PROFESSIONAL PERSONNEL ACTIVITY REPORT (PPARY)	OTHER STAFF & CENTRAL OFFICE	BOTH	8 HRS	ALLEN SUGGS @ 5-2198	COMPLIANCE AUDIT/POLICY	FINANCIAL & BUS SERVICES	STATE	NCGS 115C-301 (g), NCGS 115C-301 (f), PL 95-561, 20 US-C-3221-3261, NCGS 115C-47 (10)
End of 2nd Sch Month	ANNUALLY	SS-1001	STUDENT ACTIVITY	TEACHER & PRINCIPAL	BOTH	5 HRS	KAY LONG @ 5-1618	STATISTICAL RESEARCH	FINANCIAL & BUS SERVICES	STATE	
End of Sch Month	MONTHLY		PRINCIPAL'S MONTHLY REPORT / EXTENDED DAY MONTHLY REPORT	PRINCIPAL	ELECTRONIC	1 HR	KAY STOKLEY @ 5-1615	STATISTICAL RESEARCH	FINANCIAL & BUS SERVICES	STATE	NCGS 115C-430, NCGS 115C-276 (p), NCGS 115C-288 (b), PL 101-476
AS APPLICABLE	AS APPLICABLE	FPD 205	OUTSTANDING OBLIGATIONS EQUIPMENT	FINANCE OFFICER	PAPER	2 HRS	AMY MCCAULAY @ 5-1412 DARLENE LANGSTON @ 5-1412	CHILD NUTRITION	FINANCIAL & BUS SERVICES	STATE & FEDERAL	34 CRF 300.183-186
AS NEEDED	AS NEEDED	FPD 212	FEDERAL PROGRAMS EQUIPMENT DISPOSITION REQUEST	FINANCE OFFICER	PAPER	1 HR		FED PROGRAMS	FINANCIAL & BUS SERVICES	STATE & FEDERAL	EDGAR 76.702; 74.34; 80.20; 80.32
AS APPLICABLE	AS APPLICABLE	202	GENERAL EXPENSE / LEA PERSONNEL SERVICE	FINANCE OFFICER	ELECTRONIC AND PAPER	30 MINS	DAVID HOWELL @ 5-1095 ANDREA MILLINGTON @ 5-1398	REPORTING & ANALYSIS	FINANCIAL & BUS SERVICES	STATE	NCGS 115C-12 (19) SINGLE AUDIT ACT OF 1984
AS APPLICABLE	AS APPLICABLE		CORRECTIVE ACTION REPORT	FINANCE OFFICER	PAPER	3 HRS		REPORTING & ANALYSIS	FINANCIAL & BUS SERVICES	STATE & FEDERAL	OMB CIRCULAR A-128, A-133
QUARTERLY AND ANNUALLY	QUARTERLY AND ANNUALLY		WILLIE M REPORT BUDGET IV REVISION:	FINANCE OFFICER	PAPER	3 HRS	DAVID HOWELL @ 5-1095	REPORTING & ANALYSIS	FINANCIAL & BUS SERVICES	STATE	1995 SESSION LAWS: CHAPTER 324, SECTION 23.29 AND HB 229
AS NEEDED	AS NEEDED	408B	INSTRUCTION	FINANCE OFFICER	ELECTRONIC AND PAPER	1 HR	BONNIE POWELL @ 5-1095	REPORTING & ANALYSIS	FINANCIAL & BUS SERVICES	STATE	GS 115C-47(21), 302(a) & 315(d)

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			GENERAL EXPENSE/PERSONAL SERVICE ACCOUNT ADJUSTMENTS	FINANCE OFFICER	ELECTRONIC AND PAPER	30 MINS	MARY KELLY @ 5-1409	REPORTING & ANALYSIS	FINANCIAL & BUS SERVICES	STATE	GS 115C-47(21), 302(a) & 315(6)
	AS NEEDED	202/302							FINANCIAL SERVICES	STATE	
	AS NEEDED	B96-EP1	INDIVIDUAL PROJECT REPORT	CENTRAL OFFICE	BOTH	45 MIN	JIM LORA @ 5-1973	SCHOOL PLANNING	FINANCIAL & BUS SERVICES	STATE	BOND LEGISLATION - HB 1100 (95 SESSION)
	AS NEEDED	B96-EP2	PROJECT SUMMARY REQUEST FOR AUTHORIZATION OF STATE BOND FUNDS	CENTRAL OFFICE	BOTH	15-45 MINS	JIM LORA @ 5-1973	SCHOOL PLANNING	SCHOOL SUPPORT	STATE	BOND LEGISLATION - HB 1100 (95 SESSION)
	AS NEEDED	B96-REQ	SCHOOL CONSTRUCTION COST REPORT	CENTRAL OFFICE	BOTH	2 HRS	JIM LORA @ 5-1973	SCHOOL PLANNING	FINANCIAL & BUS SERVICES	STATE	BOND LEGISLATION - HB 1100 (95 SESSION)
	AS NEEDED	NA	MODIFIED TEXTBOOK ORDER FORM	CENTRAL OFFICE	PAPER	1 HR	ED STONE @ 5-5378	TEXTBOOK	SCHOOL SUPPORT	STATE	NONE
	AS NEEDED		SHIPMENT DISCREPANCY FORM	CENTRAL OFFICE	PAPER	1 HR	ED STONE @ 5-5378	TEXTBOOK	SCHOOL SUPPORT	STATE	NCGS 115C-98 (a)
	AS NEEDED		REQUEST TO RETURN BOOKS FOR CREDIT	CENTRAL OFFICE	PAPER	1 HR	WANDA BENSON @ 5-5372	TEXTBOOK	SCHOOL SUPPORT	STATE	NCGS 115C-98 (a)
	ANNUALLY		INFORMATION UPDATE TEACHER EDITION ORDER FORMS	OTHER STAFF	PAPER	1 HR	WANDA BENSON @ 5-5372	TEXTBOOKS	FINANCIAL & BUS SERVICES	STATE	NCGS 115C-98 (a)
	AS NEEDED		APPLICATION - INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)	OTHER STAFF	PAPER	1 HR	WANDA BENSON @ 5-5372	TEXTBOOKS	SCHOOL SUPPORT	STATE	NCGS 115C-96
	ANNUALLY		SLIVER GRANT	CENTRAL OFFICE	PAPER	2 HRS	KATHY BAARS @ 5-1598	SPECIAL PROGRAMS	INSTRUCT & ACCTBLY SRVS EXCEPTIONAL CHILDREN	FEDERAL	WITH DISABILITIES EDUCATION ACT, PART B, PRESCHOOL CHILDREN W/ DISABILITIES IDEA W-B, PL 105-17, FEDERAL SECTION 1411(F)(4)(A)
	ANNUALLY			CENTRAL OFFICE	PAPER	2 HRS	BRENDA GILCHREST @ 5-1596	SPECIAL PROGRAMS	INSTRUCT & ACCTBLY SRVS EXCEPTIONAL CHILDREN	FEDERAL	

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15-Sept	ONE-TIME ONLY		TEACHER ASSISTANT SURVEY	CENTRAL OFFICE	ELECTRONIC	60 HRS.	MARY MARTIN @ 919-715-XXXX	REPORTING & ANALYSIS	FINANCIAL & BUS SERVICES	STATE	200 HB 1840, SECTION 8.13A
1-Mar	ANNUALLY		SCHOOL RESOURCE OFFICER SURVEY	FINANCE OFFICER	PAPER	1 HR	JUDY WILKINSON @ 95-5560	BUDGET & ALLOTMENT	FINANCIAL & BUS SERVICES	STATE	LEGISLATIVE REQUEST
20-Jul	ANNUALLY	SFS-4A	SCHOOL MONTHLY MEAL PARTICIPATION	CENTRAL OFFICE	PAPER	3 HRS	AMY MCCAULAY @ 5-1412	CHILD NUTRITION	FINANCIAL & BUS SERVICES	STATE & FEDERAL	NUTRITION ACT OF 1966 - NATIONAL SCHOOL LUNCH
AS APPLICABLE		FPD 205	OUTSTANDING OBLIGATIONS SUMMARY OF SCHOOL CLOSINGS REPORT	FINANCE OFFICER	PAPER	2 HRS	AMY MCCAULAY @ 5-1412	CHILD NUTRITION COMPLIANCE AUDIT/POLICY	FINANCIAL & BUS SERVICES	STATE & FEDERAL	NUTRITION ACT OF 1966 - NATIONAL SCHOOL LUNCH
16-Jul	ANNUALLY		SUMMARY OF SCHOOL CLOSINGS REPORT	CENTRAL OFFICE	PAPER	1 HR	ALLEN SUGGS @ 5-2198	CHILD NUTRITION COMPLIANCE AUDIT/POLICY	FINANCIAL & BUS SERVICES	STATE	34 CRF 300.183-186 SCHOOL ATTENDANCE & STUDENT ACCTG
2nd Sch Month	ANNUALLY		CLASS SIZE	OTHER STAFF & CENTRAL OFFICE	BOTH	8 HRS	ALLEN SUGGS @ 5-2198	COMPLIANCE AUDIT/POLICY	FINANCIAL & BUS SERVICES	STATE	
SEMI-ANNUALLY			MATCH QUARTERLY REPORT	FINANCE OFFICER	PAPER	2 HRS	STEPHANIE ENGLISH @ 5-1397	FED PROGRAMS	FINANCIAL & BUS SERVICES	CORPORATION	WITHIN WRITTEN REQUIREMENTS
Oct	ANNUALLY		EQUIPMENT	FINANCE OFFICER	PAPER	1 HR	LANGSTON @ 5-1412	FED PROGRAMS	FINANCIAL & BUS SERVICES	STATE & FEDERAL	EDGAR 76.702; 74.34; 80.20; 80.32
AS NEEDED		FPD 212	DISPOSITION REQUEST	FINANCE OFFICER	PAPER	1 HR	AMY MCCAULAY @ 5-1412	FED PROGRAMS	FINANCIAL & BUS SERVICES	STATE & FEDERAL	NUTRITION ACT OF 1966 - NATIONAL SCHOOL LUNCH
20-Jan	QUARTERLY	SFS-FC-1A	QUARTERLY REPORT	FINANCE OFFICER	ELECTRONIC AND PAPER	4 HRS	AMY MCCAULAY @ 5-1412	CHILD NUTRITION	FINANCIAL & BUS SERVICES	STATE & FEDERAL	NUTRITION ACT OF 1966 - NATIONAL SCHOOL LUNCH
20-Jul	SEMI-ANNUAL	SFS-FC-1A	QUARTERLY REPORT	FINANCE OFFICER	ELECTRONIC AND PAPER	4 HRS	AMY MCCAULAY @ 5-1412	FED PROGRAMS	FINANCIAL & BUS SERVICES	STATE & FEDERAL	NUTRITION ACT OF 1966 - NATIONAL SCHOOL LUNCH
30-Nov	ANNUALLY	SF S4A	UNIT SUMMARY OF SCHOOL MONTHLY MEAL PARTICIPATION FOR OCTOBER ONLY	FINANCE OFFICER & CENTRAL OFFICE	PAPER	2 HRS	AMY MCCAULAY @ 5-1412	CHILD NUTRITION	FINANCIAL & BUS SERVICES	STATE & FEDERAL	NUTRITION ACT OF 1966 - NATIONAL SCHOOL LUNCH
By the 10th	MONTHLY	SFS-FC-1	SCHOOL FOOD MONTHLY REPORT	FINANCE OFFICER & CENTRAL OFFICE	ELECTRONIC AND PAPER	1 HR	AMY MCCAULAY @ 5-1412	FED PROGRAMS	FINANCIAL & BUS SERVICES	STATE & FEDERAL	NUTRITION ACT OF 1966 - NATIONAL SCHOOL LUNCH
2-Jul	ANNUALLY		ACCRUAL ADJUSTMENT SUMMARY	FINANCE OFFICER	ELECTRONIC AND PAPER	2 HRS	DAVID HOWELL @ 5-1095	REPORTING & ANALYSIS	FINANCIAL & BUS SERVICES	STATE	NCGS 115C-12 (19)
1-Mar	ANNUALLY		PER CAPITA	FINANCE OFFICER	PAPER	3 HRS	ALLEN SUGGS @ 5-2198	REPORTING & ANALYSIS	FINANCIAL & BUS SERVICES	STATE	SCHOOL BUDGET AND FISCAL CONTROL ACT
Approx. 5th day	MONTHLY	804	DISTRIBUTION OF LOCAL EXPENDITURE SUMMARY TURN-AROUND DOCUMENT	NON-LEA	PAPER	1 HR	DAVID HOWELL @ 5-1095	REPORTING & ANALYSIS	FINANCIAL & BUS SERVICES	STATE	NCGS 115C-12 (19)
Approx. 5th day	MONTHLY		USERS SUMMARY DATA MONTHLY REPORT OF AMOUNTS TO BE REFUNDED TO SPSP FROM LOCAL FUNDS	FINANCE OFFICER	ELECTRONIC	0 HRS	DAVID HOWELL @ 5-1095	REPORTING & ANALYSIS	FINANCIAL & BUS SERVICES	STATE	NCGS 115C-12 (18)(b)
By the 15th	MONTHLY	TD-19	GENERAL EXPENSE / LEA PERSONNEL SERVICE	FINANCE OFFICER	ELECTRONIC	1 HR	DAVID HOWELL @ 5-1095	REPORTING & ANALYSIS	FINANCIAL & BUS SERVICES	STATE	NCGS 115C-12 (19) AND 115C-240 (f)
AS APPLICABLE		202	GENERAL EXPENSE / LEA PERSONNEL SERVICE	FINANCE OFFICER	ELECTRONIC AND PAPER	30 MINS	DAVID HOWELL @ 5-1095	REPORTING & ANALYSIS	FINANCIAL & BUS SERVICES	STATE	NCGS 115C-12 (19)
QUARTERLY AND ANNUALLY			WILLIE M REPORT	FINANCE OFFICER	PAPER	3 HRS	DAVID HOWELL @ 5-1095	REPORTING & ANALYSIS	FINANCIAL & BUS SERVICES	STATE	1995 SESSION LAWS: CHAPTER 324, SECTION 23.29 AND HB 229
AS NEEDED		408B	REQUEST FOR CHANGES INSTRUCTION	FINANCE OFFICER	ELECTRONIC AND PAPER	1 HR	BONNIE POWELL @ 5-1095	REPORTING & ANALYSIS	FINANCIAL & BUS SERVICES	STATE	GS 115C-47(21), 302(a) & 315(d)
AS NEEDED		202/302	EXPENSE/PERSONAL SERVICE ACCOUNT	FINANCE OFFICER	ELECTRONIC AND PAPER	30 MINS	MARY KELLY @ 5-1409	REPORTING & ANALYSIS	FINANCIAL & BUS SERVICES	STATE	GS 115C-47(21), 302(a) & 315(d)

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AS APPLICABLE							919-715-XXXX				
29-Jun	ANNUALLY	SS-1010	HIGH SCHOOL GRADUATE SURVEY	PRINCIPAL	PAPER	2 HRS	KAY LONG @ 5-1618	STATISTICAL RESEARCH	FINANCIAL & BUS SERVICES	STATE	NONE
20-Jul	ANNUALLY		EDUCATION DIRECTORY UPDATE	PRINCIPAL & CENTRAL OFFICE	PAPER	2 HRS	KAY LONG @ 5-1618	STATISTICAL RESEARCH	FINANCIAL & BUS SERVICES	STATE	NONE
31-Aug	ANNUALLY	SS-1009	ANNUAL FINANCIAL REPORT (AFR)	CENTRAL OFFICE	ELECTRONIC	3 HRS	KAY STOKLEY @ 5-1615	STATISTICAL RESEARCH	FINANCIAL & BUS SERVICES	STATE	NGS 115C-881, NCGS 115C-408 (b), PL 97-35, PL 1105-297, PL 81-874
30-Sep	ANNUALLY	SS-123	NON-PROMOTION REVISION REPORT	PRINCIPAL	PAPER	10 MINS	ENGIN KONAC @ 5-1609	STATISTICAL RESEARCH	FINANCIAL & BUS SERVICES	STATE	NONE
31-Oct	ANNUALLY	SS-200	PUBLIC SCHOOL FULL-TIME PERSONNEL REPORT	PRINCIPAL	PAPER	2 HRS	MUHAMMAD MANNAN @ 5-1613	STATISTICAL RESEARCH	FINANCIAL & BUS SERVICES	STATE	NONE
31-Oct	ANNUALLY	SS-100	PUPILS IN MEMBERSHIP BY RACE AND SEX	PRINCIPAL	PAPER	10 MINS	MUHAMMAD MANNAN	STATISTICAL RESEARCH	FINANCIAL & BUS SERVICES	STATE	NONE
31-Oct	ANNUALLY	SS-300	SALARY SUPPLEMENT BUREAU OF THE CENSUS SUPPLEMENTAL DATA COLLECTION	CENTRAL OFFICE	PAPER	30 MINS	ENGIN KONAC @ 5-1609	STATISTICAL RESEARCH	FINANCIAL & BUS SERVICES	STATE	NONE
15-Nov	ANNUALLY	SS-510	PROFESSIONAL PERSONNEL ACTIVITY REPORT (PPAR)	PRINCIPAL	PAPER	1 HR	ENGIN KONAC @ 5-1609	STATISTICAL RESEARCH	FINANCIAL & BUS SERVICES	FEDERAL	FEDERAL GOVERNMENT NCGS 115C-301 (g), NCGS 115C-301 (f), PL 95-361, 20 U.S.C. 3221-3261, NCGS 115C-47 (10)
End of 2nd Sch Month	ANNUALLY	SS-1001	STUDENT ACTIVITY REPORT / EXTENDED DAY MONTHLY REPORT	PRINCIPAL	ELECTRONIC	1 HR	KAY STOKLEY @ 5-1615	STATISTICAL RESEARCH	FINANCIAL & BUS SERVICES	STATE	115C-276 (d), NCGS 115C-288 (b), PL 101-476
30-Apr	ANNUALLY		APPLICATION FOR CHARTER SCHOOLS	ADMINISTRATOR	PAPER		GROVA BRIDGERS @ 5-1730	CHARTER SCHOOLS	FINANCIAL & BUS SERVICES	STATE	NCGS 115C-238, 29A
31-Aug	ANNUALLY		1999 CHARTER SCHOOL APPLICATION	CITIZENS	PAPER		GROVA BRIDGERS @ 5-1730	CHARTER SCHOOLS	SCHOOLS	STATE	NCGS 115C-238, 29A
31-Jul	ANNUALLY	SCHEDULE A	LISTING OF SCHOOLS AND SITES	CENTRAL OFFICE	PAPER	30 MINS	JOHN MURPHY @ 5-1940	CHILD NUTRITION	FINANCIAL & BUS SERVICES	FEDERAL	PART 210 - NSLB 215-SMP; PART 220- SBP PART 245
31-Jul	ANNUALLY	Memo	AGREEMENT/LETTER OF RENEWAL	CENTRAL OFFICE	PAPER	5 MINS	JOHN MURPHY @ 5-1940	CHILD NUTRITION	FINANCIAL & BUS SERVICES	FEDERAL	PART 210 - NSLB 215-SMP; PART 220- SBP PART 245
31-Jul	ANNUALLY	CNS-1 AB	AGREEMENT	OTHER STAFF	PAPER	15 MINS	JOHN MURPHY @ 5-1940	CHILD NUTRITION	FINANCIAL & BUS SERVICES	FEDERAL	PART 210 - NSLB 215-SMP; PART 220- SBP PART 245
31-Jul	ANNUALLY	NSLP, SBP, SMP-2	APPLICATION	OTHER STAFF	PAPER	30 MINS	JOHN MURPHY @ 5-1940	CHILD NUTRITION	FINANCIAL & BUS SERVICES	FEDERAL	PART 210 - NSLB 215-SMP; PART 220- SBP PART 245
31-Jul	ANNUALLY	SCHEDULE B	LISTING OF RCCI SITES	OTHER STAFF	PAPER	15 MINS	JOHN MURPHY @ 5-1940	CHILD NUTRITION	FINANCIAL & BUS SERVICES	FEDERAL	PART 210 - NSLB 215-SMP; PART 220- SBP PART 245
15-Aug	ANNUALLY	F&RP 1A	SPECIAL MILK PROGRAM FREE MILK POLICY	OTHER STAFF	PAPER	15 MINS	JOHN MURPHY @ 5-1940	CHILD NUTRITION	FINANCIAL & BUS SERVICES	FEDERAL	PART 215, 245 - NSLP - SMP
15-Aug	ANNUALLY	F&RP 2	RCCI-FREE & REDUCED PRICE POLICY	OTHER STAFF	PAPER	15 MINS	JOHN MURPHY @ 5-1940	CHILD NUTRITION	FINANCIAL & BUS SERVICES	FEDERAL	PART 210, 220, 245

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15-Aug	ANNUALLY	F&RP 1	SCHOOLS FREE & REDUCED PRICE POLICY	OTHER STAFF	PAPER	15 MINS	JOHN MURPHY @ 5-1940	CHILD NUTRITION	FINANCIAL & BUS SERVICES SCHOOL SUPPORT	FEDERAL	PART 210, 220, 245
AS NEEDED		B96-EP1	INDIVIDUAL PROJECT REPORT	CENTRAL OFFICE	BOTH	45 MIN	JIM LORA @ 5-1973	SCHOOL PLANNING	FINANCIAL & BUS SERVICES SCHOOL SUPPORT	STATE	BOND LEGISLATION - HB 1100 (95 SESSION)
AS NEEDED		B96-EP2	PROJECT SUMMARY REQUEST FOR AUTHORIZATION OF STATE BOND FUNDS	CENTRAL OFFICE	BOTH	15-45 MINS	JIM LORA @ 5-1973	SCHOOL PLANNING	FINANCIAL & BUS SERVICES SCHOOL SUPPORT	STATE	BOND LEGISLATION - HB 1100 (95 SESSION)
AS NEEDED		B96-REQ	STATE BOND FUNDS	CENTRAL OFFICE	BOTH	2 HRS	JIM LORA @ 5-1973	SCHOOL PLANNING	FINANCIAL & BUS SERVICES SCHOOL SUPPORT	STATE	BOND LEGISLATION - HB 1100 (95 SESSION)
AS NEEDED		NA	SCHOOL CONSTRUCTION OR PROJECT COST REPORT	CENTRAL OFFICE	BOTH	30 MINS	JIM LORA @ 5-1973	SCHOOL PLANNING	FINANCIAL & BUS SERVICES SCHOOL SUPPORT	STATE	NONE
1-Mar	ANNUALLY	AS NEEDED	PUPIL TEXTBOOK ORDER FORM	CENTRAL OFFICE	PAPER	2 HRS	WANDA BENSON @ 5-5372	TEXTBOOK	FINANCIAL & BUS SERVICES SCHOOL SUPPORT	STATE	NCGS 115C-98 (a)
1-May	ANNUALLY	AS NEEDED	PUPIL TEXTBOOK ORDER FORM	CENTRAL OFFICE	PAPER	2 HRS	WANDA BENSON @ 5-5372	TEXTBOOK	FINANCIAL & BUS SERVICES SCHOOL SUPPORT	STATE	NCGS 115C-98 (a)
30-Jun	ANNUALLY		ANNUAL REPORT OF SCHOOL SALES	CENTRAL OFFICE	PAPER	1 HR	WANDA BENSON @ 5-5372	TEXTBOOK	FINANCIAL & BUS SERVICES SCHOOL SUPPORT	STATE	NCGS 115C-98 (a)
AS NEEDED			MODIFIED TEXTBOOK ORDER FORM	CENTRAL OFFICE	PAPER	1 HR	ED STONE @ 5-5378	TEXTBOOK	FINANCIAL & BUS SERVICES SCHOOL SUPPORT	STATE	NCGS 115C-98 (a)
AS NEEDED			SHIPMENT DISCREPANCY FORM	CENTRAL OFFICE	PAPER	1 HR	ED STONE @ 5-5378	TEXTBOOK	FINANCIAL & BUS SERVICES SCHOOL SUPPORT	STATE	NCGS 115C-98 (a)
AS NEEDED			REQUEST TO RETURN BOOKS FOR CREDIT	CENTRAL OFFICE	PAPER	1 HR	WANDA BENSON @ 5-5372	TEXTBOOK	FINANCIAL & BUS SERVICES SCHOOL SUPPORT	STATE	NCGS 115C-98 (a)
ANNUALLY			INFORMATION UPDATE TEACHER EDITION ORDER FORMS REVISED 7/98:	OTHER STAFF	PAPER	1 HR	WANDA BENSON @ 5-5372	TEXTBOOKS	FINANCIAL & BUS SERVICES SCHOOL SUPPORT	STATE	NCGS 115C-96
AS NEEDED			TRANSPORTATION REPORT FOR FISCAL YEAR	OTHER STAFF	PAPER	1 HR	WANDA BENSON @ 5-5372	TEXTBOOKS	FINANCIAL & BUS SERVICES SCHOOL SUPPORT	STATE	NCGS 115C-96
1-Aug	ANNUALLY	TD-1	TRANSPORTATION CONTRACTS FOR EXCEPTIONAL CHILDREN	OTHER STAFF	BOTH	2 HRS	DEREK GRAHAM @ 5-1950	TRANSPORTATION	FINANCIAL & BUS SERVICES SCHOOL SUPPORT	STATE	ALLOTMENT POLICY MANUAL
15-Oct	ANNUALLY	TD-24A	TRANSPORTATION DRIVER SALARY DATA	OTHER STAFF	BOTH	2 HRS	DEREK GRAHAM @ 5-1950	TRANSPORTATION	FINANCIAL & BUS SERVICES SCHOOL SUPPORT	STATE	ALLOTMENT POLICY MANUAL
15-Oct	ANNUALLY	TD-2R	TRANSPORTATION PASSENGER COUNT ROUTING REPORT -- TIMS SYSTEM	OTHER STAFF	BOTH	4 HRS	DEREK GRAHAM @ 5-1950	TRANSPORTATION	FINANCIAL & BUS SERVICES SCHOOL SUPPORT	STATE	NCGS 115C-240
15-Oct	ANNUALLY	TD-2	TRANSPORTATION PASSENGER COUNT ROUTING REPORT -- TIMS SYSTEM	OTHER STAFF	PAPER	5-DAY COUNT	DEREK GRAHAM @ 5-1950	TRANSPORTATION	FINANCIAL & BUS SERVICES SCHOOL SUPPORT	STATE	ALLOTMENT POLICY MANUAL
1-Nov	ANNUALLY	TD-TIMS	BUS INVENTORY SURVEY TECHNOLOGY PLANS	OTHER STAFF	ELECTRONIC	30 MINS	DEREK GRAHAM @ 5-1950	TRANSPORTATION	FINANCIAL & BUS SERVICES SCHOOL SUPPORT	STATE	NCGS 115C-240
1-May	ANNUALLY	TD-10	LEA INSTRUCTIONAL TECHNOLOGY PLANS	OTHER STAFF	PAPER	1 HR	DEREK GRAHAM @ 5-1950	TRANSPORTATION	FINANCIAL & BUS SERVICES SCHOOL SUPPORT	STATE	ALLOTMENT POLICY MANUAL
31-Oct	ANNUALLY			CENTRAL OFFICE	PAPER	TEAM	BRADBURN @ 5-1528	EDUCATION TECHNOLOGIES	SRVS EDUCATION TECHNOLOGIES	STATE	NCGS 115C-102.5

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15-Jun	ANNUALLY		ANNUAL MEDIA AND TECHNOLOGY REPORT	OTHER STAFF	PAPER	2 HRS	WYNN SMITH @ 5-4736	EDUCATIONAL PLANNING AND SUPPORT	INFORMATION & TECH TECHNOLOGY	STATE	NCGS 115C-102.7 GENERAL ASSEMBLY
30-May	ANNUALLY		SCHOOL TV UTILIZATION SYSTEMS (DLS) STAFF DEVELOPMENT EVALUATIONS	COORDINATOR	PAPER	1 HR	LINDA DEGRAND @ 5-1545	LEARNING SYSTEMS	SRVS EMERGING TECHNOLOGIES	STATE	1988 PAGE 94
30-Jun	ANNUALLY		DISTANCE LEARNING SYSTEMS (DLS) STAFF DEVELOPMENT EVALUATIONS	FINANCE OFFICER	PAPER	30 MINS	LINDA DEGRAND @ 5-1545	LEARNING SYSTEMS	SRVS EMERGING TECHNOLOGIES	STATE	GENERAL ASSEMBLY SESSION LAWS - SECTION 188 PAGE 94
31-Dec	SEMI-ANNUALLY		OPEN-ENDED ASSESSMENT	CENTRAL OFFICE	PAPER	30 MINS	LINDA DEGRAND @ 5-1545	LEARNING SYSTEMS	SRVS EMERGING TECHNOLOGIES	STATE	GENERAL ASSEMBLY SESSION LAWS - SECTION 188 PAGE 94
1-Nov	ANNUALLY	TESTS	END-OF-COURSE ASSESSMENT	STUDENT	BOTH	2 HRS	BAZEMORE MILDRED @ 5-1182	TESTING	INSTRUC & ACCTBLY SRVS ACCOUNTABILITY	STATE	NCGS 115C-174.10
28-Feb	ANNUALLY		TITLE I PERFORMING REPORT	CENTRAL OFFICE	PAPER	5 HRS	CAROLYN COBB @ 5-1351	EVALUATION	INSTRUCT & ACCTBLY SRVS ACCOUNTABILITY	FEDERAL	TITLE I, SECTION 1111 (g) PL 103-382
30-Aug	ANNUALLY		LOCAL PROJECT EVALUATION REPORT	CENTRAL OFFICE	PAPER	5 HRS	CAROLYN COBB @ 5-1351	EVALUATION	INSTRUCT & ACCTBLY SRVS ACCOUNTABILITY	FEDERAL	TITLE I, PART C SECTION 1304 (g) PL 103-382
15-Jun	ANNUALLY		SUSPENSION/EXPULSION DATA	CENTRAL OFFICE	PAPER	2 HRS	CAROLYN COBB @ 5-1351	EVALUATION	INSTRUCT & ACCTBLY SRVS ACCOUNTABILITY	STATE	GS 115C-2760
15-Aug	ANNUALLY		IDENTIFICATION SURVEY ALTERNATIVE LEARNING PROGRAMS - DATA ROSTER	CENTRAL OFFICE	PAPER	15 MINS	CAROLYN COBB @ 5-1351	EVALUATION	INSTRUCT & ACCTBLY SRVS ACCOUNTABILITY	STATE	NCGS 115C-238.40-47
15-Aug	ANNUALLY		ABCs DATA	PROGRAM/ SCHOOL	PAPER	1.5 HRS	CAROLYN COBB @ 5-1351	EVALUATION	INSTRUCT & ACCTBLY SRVS ACCOUNTABILITY	STATE	NCGS 115C-238.40-47
30-Jun	ANNUALLY	TESTS	HS COMPREHENSIVE TEST	CENTRAL OFFICE	BOTH	2 HRS	BAZEMORE MILDRED @ 5-1182	REPORTING	INSTRUCT & ACCTBLY SRVS ACCOUNTABILITY	STATE	NCGS 115C-12 & 115C-105
2-Jan	ANNUALLY	TESTS	END-OF-COURSE TESTING: ENGLISH II	STUDENT	BOTH	2 HRS	BAZEMORE MILDRED @ 5-1182	TESTING	INSTRUCT & ACCTBLY SRVS ACCOUNTABILITY	STATE	NCGS 115C-105.20; SB 1139
15-Jan	ANNUALLY	TESTS	END-OF-COURSE AND END-OF-GRADE FIELD TESTING	STUDENT	BOTH	2 HRS	BAZEMORE MILDRED @ 5-1182	TESTING	INSTRUCT & ACCTBLY SRVS ACCOUNTABILITY	STATE	NCGS 115C-174.10
10-Mar	ANNUALLY	TESTS	COMPETENCY TESTING - FINAL TEST FOR SENIORS	STUDENT	BOTH	2 HRS	BAZEMORE MILDRED @ 5-1182	TESTING	INSTRUCT & ACCTBLY SRVS ACCOUNTABILITY	STATE	NCGS 115C-174.10
15-Mar	ANNUALLY	TESTS	COMPUTER SKILLS	STUDENT	BOTH	3 HRS	BAZEMORE MILDRED @ 5-1182	TESTING	INSTRUCT & ACCTBLY SRVS ACCOUNTABILITY	STATE	SBE POLICY #04F100
30-Jun	ANNUALLY	TESTS	GRADE 3 PRETESTS	STUDENT	BOTH	1.5 HRS	BAZEMORE MILDRED @ 5-1182	TESTING	INSTRUCT & ACCTBLY SRVS ACCOUNTABILITY	STATE	GS 115C-105.20; SB 1139
30-Jun	ANNUALLY	TESTS	END-OF-COURSE TESTING PROGRAM - WRITING	STUDENT	BOTH	2 HRS	BAZEMORE MILDRED @ 5-1182	TESTING	INSTRUCT & ACCTBLY SRVS ACCOUNTABILITY	STATE	NCGS 115C-174.10
30-Jun	ANNUALLY	TESTS	TESTING: US HISTORY, ENGLISH, BIOLOGY	STUDENT	BOTH	2 HRS	BAZEMORE MILDRED @ 5-1182	TESTING	INSTRUCT & ACCTBLY SRVS ACCOUNTABILITY	STATE	NCGS 115C-174.10
30-Jun	ANNUALLY	TESTS	END-OF-COURSE TESTING PROGRAM: READING AND MATH	STUDENT	BOTH	2 HRS	BAZEMORE MILDRED @ 5-1182	TESTING	INSTRUCT & ACCTBLY SRVS ACCOUNTABILITY	STATE	NCGS 115C-174.10
30-Jun	ANNUALLY	TESTS	COMPETENCY TEST IN READING AND MATH SERVICES AND MATERIALS FOR CHILDREN WHO ARE	STUDENT	BOTH	3 HRS	BAZEMORE MILDRED @ 5-1182	TESTING	INSTRUCT & ACCTBLY SRVS ACCOUNTABILITY	STATE	NCGS 115C-174.10
15-Jan	ANNUALLY		PROMOTE THE EDUCATION OF THE BLIND - 1979 AND	CENTRAL OFFICE	PAPER	3 HRS	W DAVID MILLS @ 5-1993	AREAS OF EXCEPTIONALITY	INSTRUCT & ACCTBLY SRVS EXCEPTIONAL CHILDREN	FEDERAL	FEDERAL ACT '10

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28-Feb	ANNUALLY		NOMINATION FORM FOR GOVERNOR'S SCHOOLS SERVICES FOR CHILDREN WITH DEAF-BLINDNESS	CENTRAL OFFICE	PAPER	8 HRS	W DAVID MILLS @ 5-1993	AREAS OF EXCEPTIONALITY	INSTRUCT & ACCTBLY SRVS EXCEPTIONAL CHILDREN	STATE	PROCEDURES GOVERNING PROGRAMS & SERVICES FOR CHILDREN WITH SPECIAL NEEDS :1533
1-Apr	ANNUALLY			CENTRAL OFFICE	PAPER	3 HRS	W DAVID MILLS @ 5-1993	AREAS OF EXCEPTIONALITY	INSTRUCT & ACCTBLY SRVS EXCEPTIONAL CHILDREN	FEDERAL	OMB FORM #1820-0532
27-Apr	ANNUALLY		DECEMBER 1 TITLE VI-B HEADCOUNT FOR STATE-OPERATED PROGRAMS ADJUSTED APRIL 1	OTHER STAFF TEACHER	PAPER	10 HRS	TERESA DAIS @ 5-8045	POLICY MONITORING AND AUDIT	INSTRUCT & ACCTBLY SRVS EXCEPTIONAL CHILDREN	STATE & FEDERAL	NCGS 115C-110, IDEA 20 USC, CHAPTER 33
13-Dec	ANNUALLY		HEADCOUNT FOR STATE FUNDING	PRINCIPAL OTHER STAFF &	ELECTRONIC	25 HRS	TERESA DAIS @ 5-8045	MONITORING AND AUDIT	INSTRUCT & ACCTBLY SRVS EXCEPTIONAL CHILDREN	STATE	NCGS 115C-110, 1983 SESSION
15-Dec	ANNUALLY		DECEMBER 1 TITLE VI-B HEADCOUNT FOR LEAs	TEACHER, PRINCIPAL, OTHER STAFF & CENTRAL OFFICE	ELECTRONIC	25 HRS	TERESA DAIS @ 5-8045	POLICY MONITORING AND AUDIT	INSTRUCT & ACCTBLY SRVS EXCEPTIONAL CHILDREN	STATE & FEDERAL	NCGS 115C-110, IDEA 20 USC, CHAPTER 33
27-Apr	ANNUALLY		END-OF-YEAR REPORT (EYR)	CENTRAL OFFICE	PAPER	20 HRS	TERESA DAIS @ 5-8045	SPECIAL PROGRAMS	INSTRUCT & ACCTBLY SRVS EXCEPTIONAL CHILDREN	STATE & FEDERAL	PL 105-17 IDEA PART B AND ARTICLE 9 OF NC PUBLIC SCHOOL LAWS
30-May	AS NEEDED		OUT-OF-DISTRICT APPLICATION	CENTRAL OFFICE	PAPER	1 HR	VALARIE HERNDON @ 5-1585	SPECIAL PROGRAMS	INSTRUCT & ACCTBLY SRVS EXCEPTIONAL CHILDREN	STATE	PL 101-476 IDEA PART B AND ARTICLE 9 OF NC PUBLIC SCHOOL LAWS
30-Jun	ANNUALLY		APPLICATION - INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)	CENTRAL OFFICE	PAPER	12 HRS	BRENDA GILCHREST @ 5-1596	SPECIAL PROGRAMS	INSTRUCT & ACCTBLY SRVS EXCEPTIONAL CHILDREN	FEDERAL	PL 105-17 IDEA PART B PROGRAMS & SERVICES FOR CHILDREN WITH SPECIAL NEEDS G.S. 115C-122
30-May	AS NEEDED		DEVELOPMENTAL DAY	CENTRAL OFFICE	PAPER	1 HR	VALARIE HERNDON @ 5-1585	SPECIAL PROGRAMS	INSTRUCT & ACCTBLY SRVS EXCEPTIONAL CHILDREN	STATE	PROCEDURES GOVERNING PROGRAMS & SERVICES FOR CHILDREN WITH
30-May	AS NEEDED		GROUP HOMES	CENTRAL OFFICE	PAPER	1 HR	VALARIE HERNDON @ 5-1585	SPECIAL PROGRAMS	INSTRUCT & ACCTBLY SRVS EXCEPTIONAL CHILDREN	STATE	PROCEDURES GOVERNING PROGRAMS & SERVICES FOR CHILDREN WITH
30-May	AS NEEDED		COMMUNITY RESIDENTIAL APPLICATION - INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)	CENTRAL OFFICE	PAPER	1 HR	VALARIE HERNDON @ 5-1585	SPECIAL PROGRAMS	INSTRUCT & ACCTBLY SRVS EXCEPTIONAL CHILDREN	STATE	PROCEDURES GOVERNING PROGRAMS & SERVICES FOR CHILDREN WITH SPECIAL NEEDS G.S. 115C-122
ANNUALLY				CENTRAL OFFICE	PAPER	6 HRS	KATHY BAARS @ 5-1598	SPECIAL PROGRAMS	INSTRUCT & ACCTBLY SRVS EXCEPTIONAL CHILDREN	FEDERAL	WITH DISABILITIES EDUCATION ACT, PART B, PRESCHOOL CHILDREN W/ DISABILITIES
ANNUALLY			SILVER GRANT SPECIAL STATE RESERVE	CENTRAL OFFICE	PAPER	2 HRS	BRENDA GILCHREST @ 5-1596	SPECIAL PROGRAMS	INSTRUCT & ACCTBLY SRVS EXCEPTIONAL CHILDREN	FEDERAL	IDEA VI-B, PL 105-17, SECTION 1411(F)(4)A
AS NEEDED				CENTRAL OFFICE	PAPER	1 HR	TONY MITCHELL @ 5-1586	SPECIAL PROGRAMS	INSTRUCT & ACCTBLY SRVS EXCEPTIONAL CHILDREN	STATE	
15-Mar	ANNUALLY		APPLICATION FOR EVEN START	CENTRAL OFFICE	PAPER	5 HRS	BARBARA KULIGOWSKI @ 5-1845	EARLY CHILDHOOD	INSTRUCT & ACCTBLY SRVS INSTRUCTIONAL SERVICES	FEDERAL	TITLE I, SECTION 1111 (g) PL 103-382

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15-Nov	ANNUALLY		LIMITED ENGLISH-PROFICIENT (LEP) SURVEY	CENTRAL OFFICE	ELECTRONIC	2 HRS	JERRY TOUSSAINT @ 5-1803 AND JANE COWAN @ 5-1796	SECOND LANGUAGES, ESL, INFORMATION & COMPUTER	INSTRUCT & ACCTBLY SRVS INSTRUCTIONAL SERVICES	FEDERAL	PL 100-297
31-Mar	ANNUALLY	VEIS	VEIS PERFORMANCE DATA	TEACHER & CENTRAL OFFICE	ELECTRONIC	6 HRS	DON BRANNON @ 5-1647	WORKFORCE DEVELOPMENT	INSTRUCT & ACCTBLY SRVS INSTRUCTIONAL SERVICES	FEDERAL	PL 101-392 PERKINS ACT / TITLE III & NC GS 115C-154
30-Jun	SEMI-ANNUALLY	VEIS-4	VEIS - STUDENT FOLLOW-UP	TEACHER & CENTRAL OFFICE	PAPER	4 HRS	DON BRANNON @ 5-1647	WORKFORCE DEVELOPMENT	INSTRUCT & ACCTBLY SRVS INSTRUCTIONAL SERVICES	FEDERAL	PL 101-392 PERKINS ACT / TITLE III & NC GS 115C-154
3-Jul	ANNUALLY		LEA VOCATIONAL EDUCATION PLAN	CENTRAL OFFICE	ELECTRONIC	6 HRS	DON BRANNON @ 5-1647	WORKFORCE DEVELOPMENT	INSTRUCT & ACCTBLY SRVS INSTRUCTIONAL SERVICES	FEDERAL	PL 101-392 PERKINS ACT / TITLE III & NC GS 115C-154
1-Sep	SEMI-ANNUALLY	VEIS-4	VEIS - STUDENT FOLLOW-UP	TEACHER & CENTRAL OFFICE	PAPER	4 HRS	DON BRANNON @ 5-1647	WORKFORCE DEVELOPMENT	INSTRUCT & ACCTBLY SRVS INSTRUCTIONAL SERVICES	FEDERAL	PL 101-392 PERKINS ACT / TITLE III & NC GS 115C-154
1-Dec	ANNUALLY	VEIS-6	VEIS CO-OP WAGE REPORT	TEACHER & OTHER STAFF	PAPER	4 HRS	DON BRANNON @ 5-1647	WORKFORCE DEVELOPMENT	INSTRUCT & ACCTBLY SRVS INSTRUCTIONAL SERVICES	FEDERAL	PL 101-392 PERKINS ACT / TITLE III & NC GS 115C-154
2-Jun	ANNUALLY		APPLICATION FOR ESEA TITLE VI	CENTRAL OFFICE	PAPER	5 HRS	BILL MCGRADY @ 5-1356	COMPENSATORY EDUCATION	INSTRUCT & ACCTBLY SRVS SCHOOL IMPROVEMENT	FEDERAL	TITLE VI PL 103-382
2-Jun	ANNUALLY		TITLE I/APPLICATION	CENTRAL OFFICE	PAPER	10 HRS	BILL MCGRADY @ 5-1356	COMPENSATORY EDUCATION	INSTRUCT & ACCTBLY SRVS SCHOOL IMPROVEMENT	FEDERAL	TITLE I, SECTION 1111 (g) PL 103-382
20-Jun	ANNUALLY		TITLE I, APPLICATION FOR MIGRANT PROGRAM	CENTRAL OFFICE	PAPER	5 HRS	RACHEL CRAWFORD @ 5-1356	COMPENSATORY EDUCATION	INSTRUCT & ACCTBLY SRVS SCHOOL IMPROVEMENT	FEDERAL	TITLE I, PART C SECTION 1304 (g) PL 103-382
1-Jul	ANNUALLY		ESEA TITLE VI STATISTICAL REPORT	CENTRAL OFFICE	PAPER	2 HRS	BILL MCGRADY @ 5-1356	COMPENSATORY EDUCATION	INSTRUCT & ACCTBLY SRVS SCHOOL IMPROVEMENT	FEDERAL	TITLE VI PL 103-382
1-Jul	ANNUALLY		NC MIGRANT PROGRAM - LOCAL PROJECT EVALUATION REPORT	CENTRAL OFFICE	ELECTRONIC AND PAPER	5 HRS	RACHEL CRAWFORD @ 5-1356	COMPENSATORY EDUCATION	INSTRUCT & ACCTBLY SRVS SCHOOL IMPROVEMENT	FEDERAL	TITLE I, PART C SECTION 1304 (g) PL 103-382
29-Oct	ANNUALLY		SURVEY OF CHILDREN IN LOCAL INSTITUTION FOR NEGLECTED AND	CENTRAL OFFICE	PAPER	5 HRS	BILL MCGRADY @ 5-1356	COMPENSATORY EDUCATION	INSTRUCT & ACCTBLY SRVS SCHOOL IMPROVEMENT	FEDERAL	TITLE I, SECTION 1111 (g) PL 103-382
30-Jun	ANNUALLY		ANNUAL DROPOUT REPORT	CENTRAL OFFICE	BOTH	4 HRS	DON FARTHING @ 5-1686 AND GLADYS LOGAN @ 5-1972	EFFECTIVE PRACTICES	INSTRUCT & ACCTBLY SRVS SCHOOL IMPROVEMENT	STATE	BEP 1985 SAFE SCHOOLS ACT 1993 SENATE BILL 27 SECTION 139
30-Jun	ANNUALLY		ANNUAL REPORT ON SCHOOL VIOLENCE	PRINCIPAL & CENTRAL OFFICE	PAPER	7 HRS	DENNIS STACEY @ 5-1832	INSTRUCTIONAL SUPPORT	INSTRUCT & ACCTBLY SRVS SCHOOL IMPROVEMENT	STATE	SAFE SCHOOLS ACT 1993 SENATE BILL 27 SECTION 139
15-Jul	ANNUALLY		TEACHER TURNOVER	OFFICE/ PERSONNEL CENTRAL	PAPER	VARIES	JOE PARRY-HILL @ 5-1077	SCHOOL PERSONNEL SUPPORT	OFFICE OF STATE SUPT HUMAN RESOURCE MANAGEMENT	STATE	GS 115C-12 (22)
1-Oct	ANNUALLY		INITIAL LICENSURE REPORT	OFFICE/ILP COORD.	PAPER	VARIES	EDDIE INGRAM @ 5-1145	SCHOOL PERSONNEL SUPPORT	OFFICE OF STATE SUPT HUMAN RESOURCE MANAGEMENT	STATE	SBE POLICY
15-Oct	ANNUALLY		TEACHER VACANCY	PERSONNEL ADMINISTRATOR	PAPER & ELECTRONIC	30 MINS	GARY JARRETT @ 5-1065	SCHOOL PERSONNEL SUPPORT	OFFICE OF STATE SUPT HUMAN RESOURCE MANAGEMENT	STATE	REQUEST OF SBE
1-Oct	ANNUALLY		SURVEY OF BEGINNING TEACHERS, MENTORS AND EMPLOYERS	CENTRAL OFFICE/ILP COORD.	PAPER	VARIES	EDDIE INGRAM & BETH ALLEN @ 5-1145	TEACHER EDUCATION	OFFICE OF STATE SUPT HUMAN RESOURCE MANAGEMENT	STATE	SBE POLICY
15-Apr	ON-GOING		IHE PERFORMANCE REPORT	IHE DEAN DIRECTOR	PAPER & ELECTRONIC	VARIES	BRAD ALLEN @ 5-1147	TEACHER EDUCATION	OFFICE OF STATE SUPT HUMAN RESOURCE MANAGEMENT	STATE	SB 272 (ESA)

