



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

Report to the North Carolina General Assembly

Response to the School and Teacher
Paperwork Reduction Act
Session Law 2013-226
Senate Bill 168

Date Due: November 15, 2013
Report # 14
DPI Chronological Schedule

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Introduction

This report has been prepared by the North Carolina Department of Public Instruction (NCDPI) in response to the School and Teacher Paperwork Reduction Act (Session Law 2013-226, Senate Bill 168). The report focuses on the portion of the bill that amends G.S 115C-12(19). The language reads:

“....The State Board shall report to the Joint Legislative Education Oversight Committee by November 15 of each year on the reports identified that are required at the State level, the evaluation and determination for continuing individual reports, including the consideration of whether those reports exceed what is required by State and federal law, and any reports that it has consolidated or eliminated for the upcoming school year.”

In order to enable NCDPI to meet the responsibility of providing accurate and timely data to key stakeholders, the Data Management Group was established. The DMG is the official data management oversight body of the NCDPI and as such is charged with the responsibility and authority to set procedures and resolve issues concerning agency data collection, management and use. Comprised of representation from each business unit, the DMG supports the agency's efforts to achieve the State Board of Education's (SBE's) mission, by ensuring data quality, accountability and timeliness, all of which are essential to enabling data-driven decision-making.

To inform North Carolina Local Education Agency (LEA) units of the reporting requirements that NCDPI has for them, the Data Management Group created a Master Data Calendar (MDC) several years ago. The MDC, which is found in an abbreviated form in **Appendix A** and in its entirety on the DMG website (<http://www.ncpublicschools.org/data/calendar/>), is a complete list of all reports required by NCDPI along with a citation of the relevant law, the reporting method, the due date of the report and the NCDPI contact person. NCDPI annually shares the calendar with Superintendents from all 115 LEAs and the Principals/Directors from each Charter School.

PowerSchool

Starting July 1, 2013 as part of the integrated suite of technology branded as “Home Base,” NCDPI implemented a new software application that reduces the paperwork burden for LEAs and schools. PowerSchool (PS), which replaced the eSIS software that was the foundation for NC WISE, NC’s statewide student information system, reduces the amount of data entry required of teachers and other staff. In the past, a teacher would have had to enter the same student data multiple times to feed various software systems. In Home Base, demographic and other data entered into PowerSchool once are automatically provided to multiple other program areas, such as Exceptional Children and Title I. Teachers are able

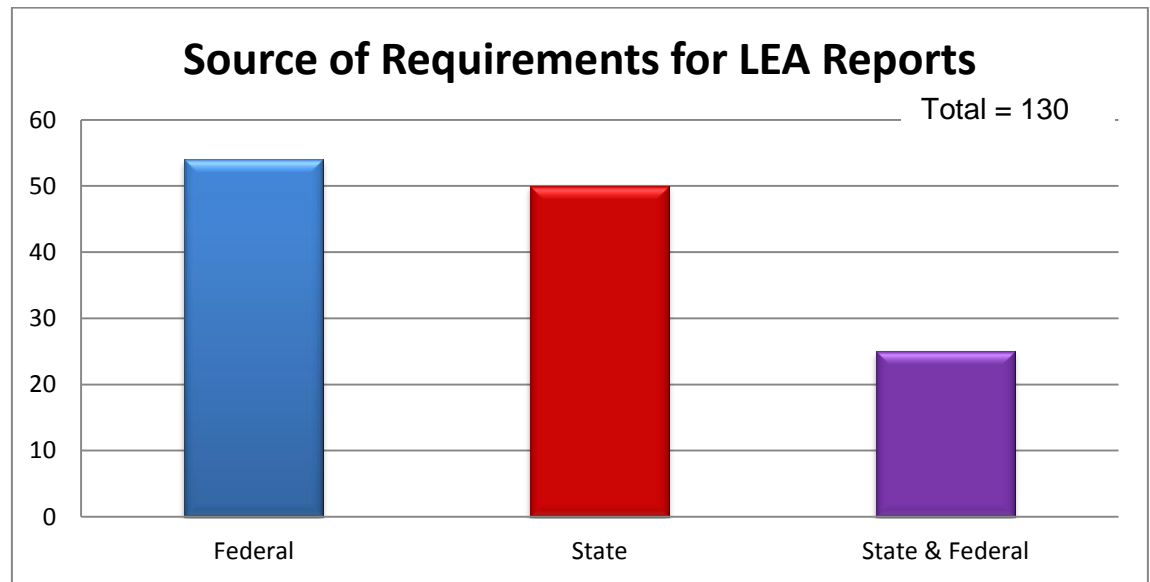
to create Personalized Education Plans, reports for parents, and other reports using these data with minimal need for additional data entry.

Sources for Reports Required of LEAs

LEAs are required to submit 130 reports to NCDPI for the 2013-14 school year. All of those reports are required by federal or state law. Much of the federally mandated reporting is tied to program monitoring and large funding sources like Titles I, II and III. The elimination of such reporting could result in a significant loss of funds for the LEAs. In addition, NCDPI does not have the authority to eliminate any reporting required by the NC General Assembly.

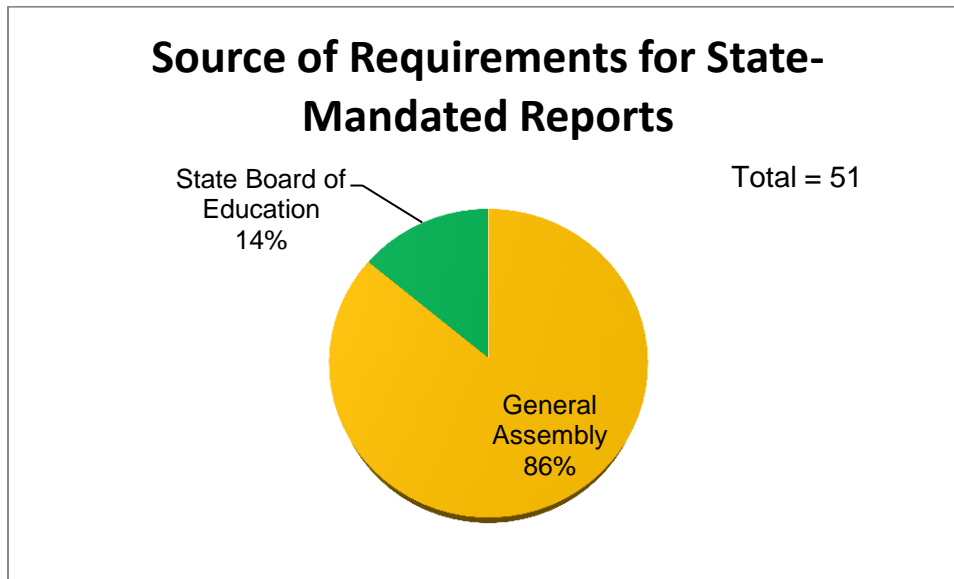
Table 1 shows the breakdown of the sources for the reporting requirements. Fifty four (54) of the reports are intended to satisfy federal reporting requirements. Fifty (51) of the reports are required by state legislation or State Board of Education (SBE) policy, and 25 reports are required by both North Carolina and the federal government.

Table 1



The mandates for the 51 reports required exclusively by the state come from both the North Carolina General Assembly and the SBE. **Table 2** shows the breakdown of how many reports are required by each body. Legislation from the General Assembly is the origin for 44 reports, and State Board policy dictates seven of the reports.

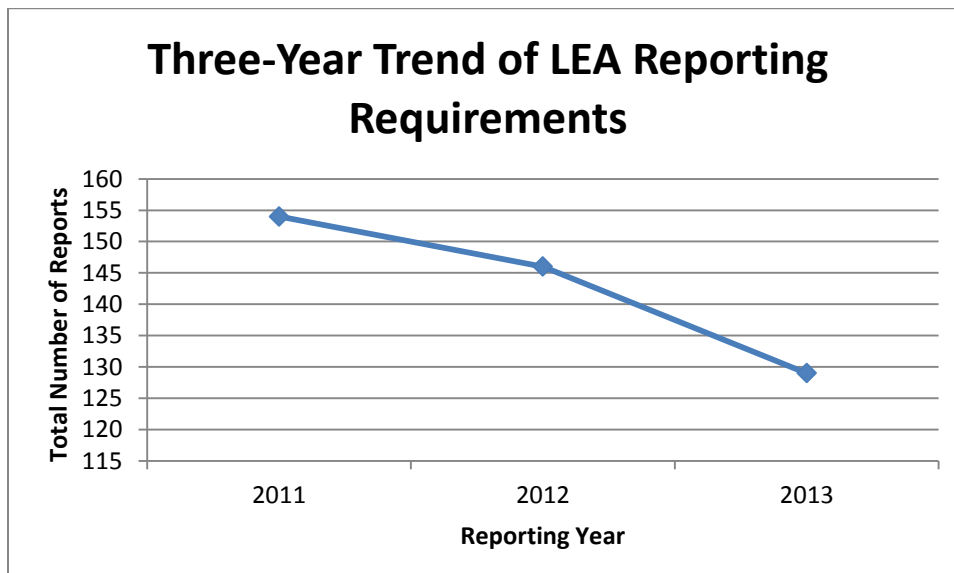
Table 2



Eliminating Unnecessary Reports

After several years of eliminating out-of-date reporting requirements due to changes in state and federal law and improved technology, NCDPI continues to reduce the reporting requirements for LEAs in 2013. Since 2011, the first year the response to the School and Teacher Paperwork Reduction Act was required, the total number of reports required of the LEAs has declined from 154 to 130. **Table 3** shows the three-year trend for LEA reporting requirements.

Table 3



The decrease in the number of reports is due to several factors. Some reports have been incorporated into PowerSchool (PS) and other data collection systems and others were eliminated due to North Carolina's Elementary and Secondary Education Act (ESEA) waiver. In addition, four reports were consolidated into one report.

The Professional Personnel Activity Report was incorporated into PS, so that LEAs are no longer required to produce a separate report. Other student accounting reports are also now generated out of PS by NCDPI. The Preschool Outcome Summary data was previously collected by survey but is now collected directly through the Comprehensive Exceptional Children Accountability System (CECAS), reducing the burden on LEAs. Due to North Carolina's ESEA Flexibility Waiver, provisions of Section 1116 of ESEA are no longer required, so LEAs are not required to submit the Supplemental Education Services (SES) & Choice Data Collection.

In addition to eliminating the above reports, four previously required reports were consolidated into one application. The information included in the Title I Application, the Title I Migrant Education Application, the Title I School Improvement Application PRC 105, and the Title II Annual Application are now submitted through the Comprehensive Continuous Improvement Plan (CCIP).

Other reductions are related to overall streamlining of the reporting process in North Carolina.

Conclusion

SL 2011-379 helped bring awareness across the state of unnecessary paperwork and the opportunities for a reduction in effort. NCDPI is committed to continuing the effort to curtail the reporting burden on the state's LEAs while working within the constraints of applicable state and federal laws.

Appendix A: Highlights of the Master Data Calendar

Submission	Description	Source of Reporting Requirement	Program Participation Required?	Law Citation / SBE Policy	Submission Due Date
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
Accrual Adjustment	LEAs report accrual info for 11/12 month installments	State General Assembly	Mandatory	NCGS 115C-47(21), 302(a) & 315(d)	June 30
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 General Assembly	Mandatory	NCGS 115C-110	April 30
AIG - Local AIG Plan	For years 2013-16	State General Assembly	Mandatory	Article 9B, 11C-150.5-.8	July 15
Alternate Assessment Files	Extend1 (registration and score submission)	State & Federal State Board of Education	Mandatory	ESEA, SBE Policy GCS-C-005 and GCS-C-021	June 30
Alternative Learning Program	Roster-Placements by ethnicity, gender, grade	State General Assembly	Mandatory	NCGS 115C-12(27)	June 30 (annually)
Alternative School Local Options Data	Alternative Schools designate additional data indicators for READY Model	State State Board of Education	Mandatory	SBE Policy GCS-C-013 and GCS-C-022	December 1

Submission	Description	Source of Reporting Requirement	Program Participation Required?	Law Citation / SBE Policy	Submission Due Date
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
Annual Dropout Report	Dropout data	State General Assembly	Mandatory	NCGS 115C-12(27) & NCGS 115C-378	October 1 (annually)
Annual Media and Technology Report (AMTR)	Report of media/technology resources in each school and LEA	State General Assembly	Mandatory	NCGS 115C-102.7	January 30 June 30
Annual Survey of Children in Local Institutions for Neglected Programs	Annual Evaluation Report	Federal	Mandatory	Title I, Part D, PL 107-110 (ESEA)	May
Bus Inventory Survey	Count of buses used during current school year, forms basis for bus replacement order for coming year	State State Board of Education	Mandatory	Allotment Policy Manual	March 15
Calendar Waiver Request - LEA Wide	Allows LEAs with more than 8 closed days per year during any 4 of last 10 years to be waived from Calendar Bill start date of Monday closest to 8/26 or end date no later than the Friday closest to 6/11 of each year	State General Assembly	Mandatory	NCGS 115C-84.2, (SB 187, 2012)	August 15

Submission	Description	Source of Reporting Requirement	Program Participation Required?	Law Citation / SBE Policy	Submission Due Date
Career Pathway Concentrator Feedback	Collects information from concentrators about high school, further education and work the first year out of high school	State & Federal General Assembly	Mandatory	PL 109-270/Title I Sect. 113 & GS 115C-154	March 11
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 General Assembly	Mandatory	NCGS 115C-238.29	June 15
Child Count - EC	Children with disabilities who receive special education and related services according to an Individualized Education Program (IEP) or Service Program	State General Assembly	Mandatory	NCGS 115C-110	April 1
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
Class-size - EC	Permission to exceed class-size	State General Assembly	Mandatory	Policies Governing Services for Children with Disabilities-Appendix A	July 1 May

Submission	Description	Source of Reporting Requirement	Program Participation Required?	Law Citation / SBE Policy	Submission Due Date
Clustered Students with Disabilities (SWD)	SWD attending one school being counted in performance of another school	State & Federal	Mandatory	ESEA, SBE Policy GCS-C-005 and GCS-C-021	April 1 (updates until April 15)
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
Collection Dates Submission System	Dates for designated local school testing cycle events [Twentieth Day (20D), First Day of Fall (FDF), First Day of Spring (FDS)]	State & Federal	Mandatory	ESEA, SBE Policy GCS-C-005 and GCS-C-021	Beginning of school year, with updates as necessary
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 General Assembly	Mandatory	NCGS 96-33	November
Community Residential Centers	Funds for Special Education Services	State General Assembly	Mandatory	Policies Governing Services for Children with Disabilities	September 15
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	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,	June 30

Submission	Description	Source of Reporting Requirement	Program Participation Required?	Law Citation / SBE Policy	Submission Due Date
	Rural Education Achievement Programs.			PL 107-110; Title II, Part A Section 2111 PL 107-110; Title VI, Part B Section 6221 PL 107-110 (ESEA)	
Contract Transportation	List of contracts in place for transporting EC children or other transportation other than yellow school buses	State State Board of Education	Mandatory	Allotment Policy Manual	October 15
Corrective Action Report	LEAs report corrective actions taken for audit exceptions	State & Federal	Mandatory	Single Audit Act Of 1984 OMB Circular A-128, A-133	Within 45 days of letter sent
Data Verification	Superintendent certification that data are complete and correct	State & Federal	Mandatory	ESEA, SBE Policy GCS-C-005 and GCS-C-021	June 30
Developmental Day	Funds for Special Education Services	State & Federal	Mandatory	IDEA Part B, State Performance Plan	September 15
Economically Disadvantaged Students (EDS) Data Collection for Child Nutrition Non-participants Charter Schools	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	ESEA, SBE Policy GCS-C-005 and GCS-C-021	December 1 April 1

Submission	Description	Source of Reporting Requirement	Program Participation Required?	Law Citation / SBE Policy	Submission Due Date
Economically Disadvantaged Students (EDS) File	File with student ID designating economically disadvantaged students in each school	State & Federal	Mandatory	ESEA, SBE Policy GCS-C-005 and GCS-C-021	December 1 April 1
Educational Directory & Demographical Information Exchange (EDDIE)	All LEA and school demographic information. Authoritative data source for all State systems.	State General Assembly	Mandatory	NCGS 115C-12(18)(b)	As needed
Eligible School Summary Report	School Title I eligibility and status for upcoming school year.	Federal	Mandatory	Title I, Part A Section 1116	July 15
English Language Proficiency (ELP) ACCESS Demographic Changes	Correct student information in ACCESS Demographic	Federal	Mandatory	Title III, PL 107-110 (ESEA)	April 22-May 3
Enrollment Increase Request	Schools submit any increase above ten percent allotted by law to Office of Charter Schools for submission to SBE	State General Assembly	Mandatory	NCGS-115C-238.29D(d)	October 15
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)
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)
Exiting - EC	Exiting data on number of students, ages 14-21, who exited special education during	Federal	Mandatory	Section 618 of IDEA	September 30

Submission	Description	Source of Reporting Requirement	Program Participation Required?	Law Citation / SBE Policy	Submission Due Date
	school year by basis of exit, disability and ethnicity				
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
Federal Programs Equipment Disposition Request	Approval for disposing of federal equipment	State & Federal	Mandatory	EDGAR 76.702; 74.34; 80.20; 80.32	As Needed
Field Test / Special Studies	Student information and performance on state field tests and special studies	State & Federal	Mandatory	ESEA, SBE Policy GCS-C-005 and GCS-C-021	June 30
Financial Status Report (1A)	Child Nutrition revenue and expenditure data	State & Federal	Mandatory	Section 4/Child Nutrition Act of 1966-National School Lunch Act of 1946-NCGS 115C-203-204	January July
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

Submission	Description	Source of Reporting Requirement	Program Participation Required?	Law Citation / SBE Policy	Submission Due Date
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 General Assembly	Mandatory	34 CFR § 300.660-.662	Within 20 days after information request is received
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
General Expense/ Personal Service Account Adjustments	LEAs report salary information changes	State General Assembly	Mandatory	NCGS 115C-47(21), 302(a) & 315(d)	As needed
General Supervision/ Identification of Non-compliance	Percent of noncompliance corrected within one year of identification	Federal	Mandatory	IDEA Part B, Section 611	June 30
Graduate Data submission	Data on individual graduates incl. course of study, post grad intentions & demographics	State & Federal	Mandatory	ESEA, SBE Policy GCS-C-005 and GCS-C-021	June 25
Group Homes	Funds for Special Education Services	State & Federal	Mandatory	Article 9 Special Education Law	As needed within 60 days of enrollment
Homeless data collection	Data on homeless children	Federal	Mandatory	Title X	June 15
IHE Title II Report	Annual report on performance of teacher education program graduates on licensing exams	Federal	Mandatory	1998 HEA Title II Sections 207 and 208	April 30

Submission	Description	Source of Reporting Requirement	Program Participation Required?	Law Citation / SBE Policy	Submission Due Date
Immigrant Count	Number of immigrant students and born in or out of US	Federal	Mandatory	Title III, PL 107-110 (ESEA)	February 1 February 21
Impermissible Uses of Seclusions and Restraints	Required report by schools of certain impermissible incidents	State General Assembly	Mandatory	NCGS 115C-391.1, 115C-47(45)	June 30
Information Update – Textbook Services	Updates contact/address info	State General Assembly	Mandatory	NCGS-115C-96	March 1
Initial Licensure Program Report	Annual report submitted by LEAs about their efforts to support beginning teachers	State State Board of Education	Mandatory	SBE Policy TCP-A-004	October 1
Institutions of Higher Education (IHE) Performance Report	Annual report containing quantitative and qualitative information on approved teacher education programs in NC's colleges and universities	State General Assembly	Mandatory	NCGS 115C-296 (b1)	June 30
Limited English Proficient (LEP) Metritech file	Individual pre-coding information for English Language Proficient (ELP) test documents	Federal	Mandatory	Title III, PL 107-110 (ESEA)	December 4
Local Career & Technical Education (CTE) Plan	Shows how federal CTE funds and matching state funds will be spent at the LEA and plans for data-based improvements	State & Federal	Mandatory	PL 109-270/Title I Sect. 132	Phase I: May 20 Phase II: October 15
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

Submission	Description	Source of Reporting Requirement	Program Participation Required?	Law Citation / SBE Policy	Submission Due Date
Long Range Facility Plan	Ten-year long range plan of facility needs for new schools, additions and renovations along with construction costs	State General Assembly	Mandatory	NCGS 115C-521	Winter 2010-11 and every five years thereafter
Memo – Child Nutrition	Agreement/Letter of Renewal-State/Local agreement of implementation of School Meals Programs	Federal	Mandatory	7CFR Part 210-NSLP 215-SMP; 220-SBP Part 245	July 1
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
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
Missed instructional Days	Reporting the number of missed instructional days due to inclement weather	State General Assembly	Mandatory	HB1464 115C-84.2	June 30
Modified Order – EC Supplies	Orders for tapes/large print/Braille for EC students	State General Assembly	Mandatory	NCGS-115C-96	March 1
Monitoring System	Continuous Improvement Performance Plan- Self-Assessment Analysis of LEA's strengths and needs	Federal	Mandatory	34CRF330.141	June 30
Monthly Financial Report (MFR)	LEA/charters report general ledger balances	State General Assembly	Mandatory	NCGS 115C-12(18)(b)	Monthly
National Assessment of Educational Progress (NAEP)	Materials related to NAEP (student, school and calendar information to inform the	State & Federal	Mandatory	ESEA, SBE Policy GCS-C-005 and GCS-C-	September 14, 2011

Submission	Description	Source of Reporting Requirement	Program Participation Required?	Law Citation / SBE Policy	Submission Due Date
	construction of the NAEP sampling frame)			021	
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 (ESEA)	July 15
Neglected & Delinquent (N&D) Student Level Data Collection	N&D students served in LEAs and academic indicators	Federal	Mandatory	Title I, Part D (ESEA)	July 15
No Child Left Behind (ESEA) Teacher Quality Report	Annual report details percentage of classes taught by "highly qualified" teachers, number of paraprofessionals that are qualified, number of teachers completing quality professional development, and number of lateral entry teachers completing two-weeks of training	Federal	Mandatory	PL 107-110 (ESEA)	June 30

Submission	Description	Source of Reporting Requirement	Program Participation Required?	Law Citation / SBE Policy	Submission Due Date
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 (ESEA), SL2003-284, Section 7.15(b), NCAC 6D.0106 (GCS-K-005)	October 1-26
Out-of-District (OOD) 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
Per Capita Distribution	LEAs report when they serve students from other LEAs. LEAs with city LEAs only	State General Assembly	Mandatory	School Budget & Fiscal Control Act	February 15
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

Submission	Description	Source of Reporting Requirement	Program Participation Required?	Law Citation / SBE Policy	Submission Due Date
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
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
Post-school Outcomes	UNC-Charlotte contracted to collect exit data on students with disabilities	Federal	Mandatory	IDEA Part B, State Performance Plan	May/June
PRC 118 Autism Strategic Plan - EC	Report on funds used to assist students with autism	Federal	Participation in Autism strategic plan is voluntary but if receiving funds the report is mandatory		June 30
PRC 29 Intervention and Services Form - EC	Request for PRC29 Funds	State & Federal	Mandatory	Policies Governing Services for Children with Disabilities NC 1506-1.7	May 1

Submission	Description	Source of Reporting Requirement	Program Participation Required?	Law Citation / SBE Policy	Submission Due Date
PRC 29 Intervention and Services Form and Student Information Form - EC	Report of interventions provided by PRC 29 funds	State General Assembly	Mandatory	Policies Governing Services for Children with Disabilities NC 1506-1.5	August 15
PRC 29 Intervention and Services Form and Student Information Form	Report of interventions provided by PRC 29 funds	State General Assembly	Mandatory	Policies Governing Services for Children with Disabilities NC 1506-1.6	February 2
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
Principal's Monthly Report (PMR)	Summary enrollment, membership, and attendance by grade level from each public school. Data elements are required to be reported in PS so that required reporting can be generated by DPI.	State General Assembly	Mandatory	NCGS 115C-12(18)(b)	Monthly
Private Schools	Approval of private schools to provide special education	Federal	Mandatory	IDEA, Title VI, Part B	August-May
Public School Capital Building Fund	Various forms relative to expenditure of Public School Capital Building Funds	State General Assembly	Mandatory	NCGS 115C-546.1	As Needed

Submission	Description	Source of Reporting Requirement	Program Participation Required?	Law Citation / SBE Policy	Submission Due Date
Public School Full-Time Personnel Report	Personnel assignments and number of staff in various staffing categories.	State General Assembly	Mandatory	NCGS 115C-12(18)(b)	October 31
Pupil Textbook Orders	Orders for new adoption and replacement textbooks and materials	State General Assembly	Mandatory	NCGS-115C-96	March 1
Pupils in Membership by Race and Sex	Pupils in membership by race and sex. Data elements are required to be reported in PS so that required reporting can be generated by NCDPI.	State General Assembly	Mandatory	NCGS 115C-12(18)(b)	October 31
Qualified Zone Academy Bonds	Various forms relative to application for use of federal Qualified Zone Academy Bonds	Federal	Mandatory	IRC 1397E	As Needed
Race to the Top (RttT)	Maintenance of Detailed Scope of Work (DSW) and annual progress reporting	Federal	Mandatory	Grant Requirement	
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
Report of Amounts to be Refunded to SPSF from local funds	For LEAs to refund transportation dollars	State General Assembly	Mandatory	NCGS 115C-12(19)	Monthly
Report of Inventory by LEA	Report of annual inventory by LEA at year end	State General Assembly	Mandatory	Audit Compliance Supplement	July 31

Submission	Description	Source of Reporting Requirement	Program Participation Required?	Law Citation / SBE Policy	Submission Due Date
Report of Lost/Damaged Books	Report showing all lost or damaged books for the LEA for the year	State General Assembly	Mandatory	Audit Compliance Supplement	July 31
Report of School Sales	Report of sales of textbooks to parents and/or sale of used books	State General Assembly	Mandatory	NCGS-115C-96	July 31
Response to Intervention (RTI) Data Collection	RTI Pilot sites collect referral, intervention, demographics and entitlement data	Federal	Mandatory	IDEA	September 30
Retention Promotion Graduation (RPG)	Data elements are required to be reported in PS so that required reporting can be generated by NCDPI.	State General Assembly	Mandatory	NCGS 115C-12(18)(b)	October 15
Risk Pool	Funds for Special Education Services	Federal	Mandatory	IDEA-(20 U.S.C. 1411(e)(2-3)(A)	September 15
Salary Supplements	Report of average salary supplements paid at LEA	State General Assembly	Mandatory	NCGS 115C-12(18)(b)	October 31
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
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
Schematic Diagrams of School Facilities	Each local school administrative unit that does not currently maintain schematic diagrams of its school facilities as of the	State General Assembly	Mandatory	SL 2013-360 (SB 402, Budget Bill), sec. 8.39(b)	March 1, 2014

Submission	Description	Source of Reporting Requirement	Program Participation Required?	Law Citation / SBE Policy	Submission Due Date
	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.				
School Activity Report (SAR)	Full year academic schedule, courses offered, enrollment of classes, length of classes, and staffing of classes. Data elements are required to be reported so that required reporting can be generated by NCDPI.	State General Assembly	Mandatory	NCGS 115C-301 (g), NCGS 115C-301 (f), PL 95-561, 20 USC 3221-3261, NCGS 115C-47 (10)	Annually
School Food Monthly Report (Claim)	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
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

Submission	Description	Source of Reporting Requirement	Program Participation Required?	Law Citation / SBE Policy	Submission Due Date
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
Special State Reserve	Funds for Special Education Services	State General Assembly	Mandatory	Article 9 Special Education Law	As needed within 60 days of enrollment
Suspended and Expelled Students; Acts of Crime and Violence	Disciplinary Data-Acts and consequences	State General Assembly	Mandatory	NCGS 115-12(27)/ SL 2001-424 Sec. 28.30(f)/ NCGS 115C-288	June 30 (annually)
Targeted Assistance School (TAS) Data Collection	Student's eligibility and services provided in a TAS	Federal	Mandatory	Title I, Part A (ESEA)	May 31
Teacher Turnover	Annual report submitted by LEAs providing the reason the teachers left their LEA.	State General Assembly	Mandatory	NCGS 115C-12(22)	July 15
Technical Assistance/Coordinated Review Efforts/Additional Administrative Reviews (TA/CRE/AAR) 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
Test Materials Orders	List of materials for state testing program	State & Federal	Mandatory	ESEA, SBE Policy GCS-C-005 and GCS-C-	On-going

Submission	Description	Source of Reporting Requirement	Program Participation Required?	Law Citation / SBE Policy	Submission Due Date
				021	
Testing Irregularity Report	Report of testing issue	State & Federal	Mandatory	ESEA, SBE Policy GCS-C-005 and GCS-C-021	On-going
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
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
Title I - Other Data	Number of children served in Private Schools and in Neglected & Delinquent Facilities	Federal	Mandatory	Title I, Part A (ESEA)	May 31
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 (ESEA)	November 26 - December 21

Submission	Description	Source of Reporting Requirement	Program Participation Required?	Law Citation / SBE Policy	Submission Due Date
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 (ESEA)	September 30
Title III Application	Application for Title III Funds	Federal	Mandatory	Title III, PL 107-110 (ESEA)	June 14
Title III Improvement plans	Improvement plans of LEAs in Title III improvement.	Federal	Mandatory	Title III, PL 107-110 (ESEA)	January 30
Title V Abstinence Until Marriage Reporting Forms	Duplicated and unduplicated count of youth receiving programs	Federal	Mandatory	PRC 057, Title V, Section 510, Social Security Act	December 30
Transfers offered to and accepted by student victims of violence	Transfers offered to and accepted by student victims of violence	State & Federal	Mandatory	HRS-A-006	June 30
Transportation Driver Salary Data	List of bus routes and rates of pay for school bus drivers	State General Assembly	Mandatory	NCGS 115C-240	October 15
Transportation Passenger Count	Number of students transported - official ridership count used as basis for funding	State State Board of Education	Mandatory	Allotment Policy Manual	October 15
Transportation Report for Fiscal Year	Report of buses used, miles traveled, local dollars spent to/from school transportation	State State Board of Education	Mandatory	Allotment Policy Manual	August 1
Transportation Routing Report-TIMS System	Upload of TIMS data to ensure compliance with law and to provide data for funding	State General Assembly	Mandatory	NCGS 115C-240	November 1

Submission	Description	Source of Reporting Requirement	Program Participation Required?	Law Citation / SBE Policy	Submission Due Date
Unit Summary of School Monthly Meal Participation (4A)	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
Verification of Student Eligibility for School Meals	Documentation of all efforts made to verify that students certified for free/reduced price meals are actually eligible to receive them based on qualifying criteria	Federal	Mandatory	PL 108-265 Child Nutrition and WIC Reauthorization Act of 2004	November 16 March 16
Winscan Files	Student performance on state tests (online and paper/pencil)	State & Federal	Mandatory	ESEA, SBE Policy GCS-C-005 and GCS-C-021	Fall Spring Summer
Voluntary Shared Leave	Report on donation, use and cost of voluntary shared leave	State General Assembly	Mandatory	GS126-8.3	Annual

Appendix B: List of Abbreviations

20D	Twentieth Day of School
AIG	Academically & Intellectually Gifted
AMTR	Annual Media and Technology Report
ASIS	Academic Services & Instructional Services
CBM	Curriculum Based Measurement
CECAS	Comprehensive Exceptional Children Accountability System
CFDC	Consolidated Federal Data Collection
CN	Child Nutrition
CTE	Career & Technical Education
DMG	Data Management Group
EC	Exceptional Children
EDDIE	Educational Directory and Demographical Information Exchange
EDEN	Education Data Exchange Network
EDS	Economically Disadvantaged Students
ELP	English Language Proficient
ESEA	Elementary and Secondary Education Act
FBS	Financial & Business Services
FDF	First Day of Fall Testing
FDS	First Day of Spring Testing
F&RP	Free and Reduced Price
HACCP	Hazard Analysis & Critical Control Points
IEP	Individual Education Program
IHE	Institution of Higher Education
LEA	Local Education Agency
MDC	Master Data Calendar
MEP	Migrant Education Program
MFR	Monthly Financial Report
N&D	Neglected & Delinquent
NAEP	National Assessment of Educational Progress
NC DPI	North Carolina Department of Public Instruction
NCWISE	NC Window of Information on Student Education
OOD	Out-of –District
PBIS	Positive Behavior Intervention and Support
PMR	Principal’s Monthly Report
PRC	Program Report Code
PS	PowerSchool
RCCI	Residential Child Care Institutions
RPG	Retention/Promotion/Graduation

RTI	Response to Intervention
SAR	School Activity Report
SBE	State Board of Education
SPSF	State Public School Fund
SWD	Students with Disabilities
TA/CRE	Technical Assistance/Coordinated Review Efforts
TAS	Targeted Assistance School
TCO	Total Cost of Ownership
TIMS	Transportation Information Management System
W-APT	WIDA Access Placement Test