



PUBLIC SCHOOLS OF NORTH CAROLINA

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DEPARTMENT OF PUBLIC INSTRUCTION :: Michael E. Ward, *State Superintendent*

April 7, 2004

TO: LEA and Charter School Testing/Accountability Coordinators
LEA and Charter School SIMS/NCWISE Coordinators

FROM: Robert H. Bellamy, Associate Superintendent
Accountability and Technology Services

Louis M. Fabrizio, Director
Accountability Services

SUBJECT: End-of-Year Accountability Procedures for the 2003-04 ABCs

As you know, it is time for LEAs, traditional public schools and charter schools to begin preparing for the end-of-year data collection and processing for the 2003-04 accountability cycle. We are providing materials to facilitate the auditing, maintenance and collection of data for the ABCs on our web site at <http://www.ncpublicschools.org/Accountability/reporting/abcmain.htm>. The *Accountability Processing Checklists (SIMS and NCWISE)* outline the steps in the data collection process, from school-based auditing to final data submission. The checklists include *Procedures for Transferring Test Scores* and *Accountability Issues: Dual Enrolled or Visiting Students*, documents that provide guidance in sending and receiving individual student test data and appropriate procedures to follow in scenarios where students may be visiting or dually enrolled. An *LEA Superintendent's Approval Form*, *Principal's Approval Form* and *LEA Testing Coordinator Sign-Off Form* are also included in the checklists. These forms should be signed by the designated persons and submitted with final data to your Regional Accountability Coordinator no later than **5:00 pm on Wednesday, June 30, 2004**.

If you have questions about any data collection procedures related to the 2003-04 accountability year, contact your Regional Accountability Coordinator. Questions about SIMS/NCWISE should be referred to the SIMS/NCWISE Coordinator in your LEA. Thank you for your continued cooperation.

RHB:LMF:bb

C: LEA Superintendents
Regional Accountability Coordinators
Marguerite Peebles
Office of Charter Schools

