



# PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | June St. Clair Atkinson, Ed.D., *State Superintendent*

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August 10, 2016

**TO** LEA Superintendents  
Charter School Directors

**FROM** Rebecca B. Garland, Deputy State Superintendent  
Office of the Deputy State Superintendent

Tammy L. Howard, Director  
Accountability Services Division

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Handwritten signature of Tammy L. Howard.

## ADHERENCE TO THE 10/20 DAY RULE

State Board of Education policy GCS-C-003 states that “public school students may drop a course with a required end-of-course (EOC) assessment within the first 10 days of enrollment in a semester schedule or within the first 20 days of enrollment in a year-long schedule. Students who are enrolled for credit after the 10/20 days, regardless of course delivery (e.g., traditional classroom, NC Virtual Public School, vendor-based online) shall not drop a course with a required EOC assessment and shall participate in the appropriate EOC assessment at the completion of the course.”

Exceptions to the 10/20 day rule are allowed in individual cases where circumstances are in the best interest of the student to be removed from a course requiring an EOC assessment. These cases should be evaluated individually, and consideration should be given to make certain the accountability of the school is not being compromised. Some examples of acceptable individual student withdrawals after the 10/20 days of enrollment include the following:

1. *Transfer student inappropriately placed in an EOC course.* If a student transfers into a school and his or her records do not arrive until after the 10/20 days respectively to inform a proper placement decision, the school has the latitude to withdraw the student if the student was inappropriately placed in an EOC course.
2. *Student is withdrawn from a course to enroll in a higher-level course.* Occasionally, a student may be better served to withdraw from an EOC course and enroll in a higher-level course. In such cases, the student takes the appropriate EOC test for the higher-level course; the school remains accountable through the higher-level course. Students must not be withdrawn from an EOC course and enrolled in a higher level course within the last six weeks of the course.

### DIVISION OF ACCOUNTABILITY SERVICES

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AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

3. *There is a valid medical reason for removing a student from an EOC course.* In rare cases, an individual student may be deemed medically fragile because of a significant medical emergency or condition, such as an accident, that incapacitates the student for an extended period of time. In such instances, it may be in the student's best interest to be withdrawn from a course.

For all situations, the principal of the school should review each case individually and decide in consultation with the teacher and parent/guardian whether withdrawal is necessary. If it is determined the student should be withdrawn from the course, the parent/guardian and the student must be notified in writing of any change to EOC testing requirements. Immediately following this notification, the school must remove the student from the course and change the student's schedule to reflect the new course code in PowerSchool. The school must ensure the student no longer attends the previously scheduled class but attends the new class. In addition, sufficient documentation must be kept that explains why the student was withdrawn from the course. These justifications must be summarized and forwarded to the local education agency's (LEA) test coordinator or charter school's Regional Accountability Coordinator (RAC) as supporting documentation to accompany the school's accountability files.

RBG/TLH/whw

- c: June St. Clair Atkinson, State Superintendent
- Maria Pitre-Martin, Chief Academic and Digital Learning Officer
- Rosalyn Galloway, Homebase Manager, Digital Teaching and Learning
- Tiffany Perkins, Director, K-12 Curriculum and Instruction
- JoAnne Honeycutt, Director, Career and Technical Education
- William Hussey, Director, Exceptional Children
- Dave Machado, Director, Office of Charter Schools
- Eliz Colbert, Executive Director, North Carolina Virtual Public School
- Nancy Carolan, Section Chief, Testing Policy and Operations
- Regional Accountability Coordinators
- LEA Test Coordinators