

List of Required Submissions 2009-10

Submission	Description	Source of Program Funding	Program Participation Required?	Law Citation	Submission Due Date	Frequency of Submission	Time in School Year	Detail Level	Completed By	Collection Method	Collection System	Link to Template	DPI Contact	DPI Section	DPI Area and Division
1996 State Bond	Various forms relative to expenditure of state Bond funds	State	Mandatory*	Public School Building Bond Act of 1996	As Needed			School, LEA	Usually Finance Officer	Paper	Fax/Mail		Long Chang	School Planning	Financial & Bus Services School Support
21st Century Community Learning Centers	Annual performance information	Federal	Mandatory*	Title IV, Part B, PL 107-110 (NCLB)	July 31st			Students	21st CCLC Director	Electronic/Paper	Document		Marguerite Peebles	School Safety and Climate	Academic Services & Instructional Support Middle School Education
ABCs Transfer of Funds Form	Used by LEAs to transfer funding from and to eligible allotment categories to meet need of LEAs	State	Mandatory*	NCGS 115C-105.25	As Needed			LEA	Finance Officer	Electronic/Paper	E-mail/ Fax/ Mail		Lydia Prude	School Allotments	Financial & Bus Services School Business
Accrual Adjustment	LEAs report accrual info for 11/12 month installments	State	Mandatory*	NCGS 115C-47(21), 302(a) & 315(d)	June 30th	Annually		LEA	Finance Officer	Electronic	UERS		Andrew Cox	Information Analysis and Reporting	Financial & Bus Services School Business
Alternate Assessment Files		State & Federal	Mandatory*	NCLB, SBE Policy HSP-C-005 and HSP-C-021	Various times		Various times	Students	LEA Test Coordinator	Electronic	Web		Jim Kroening	Test Development	Academic Services & Instructional Support Accountability
Alternate Assessment Role	Listing of students and alternate assessments they use and reason	State & Federal	Mandatory	NCLB, SBE Policy HSP-C-005 and HSP-C-021	October 1st		As data changes	Students	LEA Test Coordinator	Electronic	Secure FTP		Tammy Howard	Test Development, TOPS	Academic Services & Instructional Support Accountability
Alternative Learning Program	Self Monitoring Profile	State	Mandatory	NCGS 115C-12(27)	June 30th			School	ALP Administrator	Paper	Spreadsheet		Marguerite Peebles	School Safety and Climate	Academic Services & Instructional Support Middle School Education
Alternative Learning Program	Roster-Placements by ethnicity, gender, grade	State	Mandatory	NCGS 115C-12(27)	June 30th (annually)		June	Students	ALP Coordinator	Electronic	USDDC		Ken Gattis	Research & Evaluation	Academic Services & Instructional Support Program Monitoring and Support
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		Eligible students as of first Monday of school in new calendar year	Students	LEA Exceptional Children Director or private agency director	Electronic/Paper	Email/ Fax/ Mail; may be in CECAS next year		Chris Jones	Instructional Support & Related Services	Academic Services & Instructional Support Exceptional Children
Annual Dropout Report	Dropout data	State	Mandatory	NCGS 115C-12(27) & NCGS 115C-378	October 20th (annually)		October	LEA	Dropout Prevention Coordinator	Electronic	UERS		Ken Gattis	Research & Evaluation	Academic Services & Instructional Support Program Monitoring and Support
Annual Media and Technology Report (AMTR)	Report of media/technology resources in each school and LEA	State	Mandatory	NCGS 115C-102.7	June 30th			School	Media/ Technology Personnel	Electronic	Website		Melanie Honeycutt	Educational Technology Implementation and Planning Services	Technology Services Instructional Technology
Annual Survey of Children in Local Institutions for Neglected and Delinquent		Federal	Mandatory	Title I, Part D, PL 107-110 (NCLB)	October			Students	State Agency	Electronic/Paper	Fax/Email/Mail	http://www.ncpublicschools.org/comped/	Charlotte Hughes	Program Monitoring	Program Monitoring and Support

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 1st			LEA	CN Director	Electronic	CN Technology System		Lynn Hoggard	Child Nutrition	Financial & Bus Services School Support
Bureau of the Census Supplemental Data Collection	Collected for federal government	Federal	Mandatory	Title 13 of US Code	As Requested	Annually		School	Principal	Electronic	E-mail/Fax/Mail		Frank Cernik	Information Analysis and Reporting	Financial & Bus Services School Business
Bus Inventory Survey	Count of buses used during current school year, forms basis for bus replacement order for coming year	State	Mandatory	Allotment Policy Manual	March 15th	Annually		LEA	Transportation Director, Cost Clerk	Paper	Mail		Derek Graham	Transportation	Financial & Bus Services School Support
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 8/25 or end date of 6/10 of each year	State	Mandatory*	NCGS 115C-84.2, (HB 1464 2004)	November 1st	Annually		LEA	Central Office	Electronic/Paper	E-mail/ Fax/ Mail		Alexis Schauss	School Business Services	Financial & Bus Services School Business
Career Pathway Concentrator Feedback	Collects information from concentrators about high school, further education and work the first year out of high school	State & Federal	Mandatory	PL 109-270/Title I Sect. 113 & GS 115C-154	March 11th		Reports on concentrators the year after they exit high school	Individual Concentrator	Central Office	Paper	Mail	dcp.dpi.state.nc.us	Rhonda Welfare	CTE State & Federal Accountability	Academic Services & Instructional Support Career and Technical Education
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	Mandatory	NCGS 115C-238.29	June 15th			School	Director of Charter School	Electronic/Paper	E-mail/ Fax/ Mail		Lydia Prude	School Allotments	Financial & Bus Services School Business
Charter School Yearly Update	Report submitted from schools with updated information for upcoming year	Office of Charter Schools	Optional	N/A	September 1st	Annually		School	Principal/Board Chair	Electronic	Email		Jack Moyer	N/A	Financial & Bus Services Office of Charter Schools
Child Count	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 1st			Students	Special Education Teacher & Exceptional Children Directors	Electronic	CECAS		Kelley Steen	EC Delivery Team	Technology Services Delivery/EPMO
Child Count	Children who are academically or intellectually gifted (AIG) who have a Differentiated Education Plan (DEP)	State	Mandatory	NCGS 115C-110	April 1st			LEA	SIMS/NCWIS E Operators	Electronic	SIMS/ NCWISE		Sneha Shah-Coltrane	Intellectually Gifted	Curriculum, Instruction, & Technology
Child Count	Children diagnosed who are also academically or intellectually gifted (AIG)	State	Mandatory	NCGS 115C-110	April 1st			LEA	Special Education Teacher & Exceptional Children Directors	Electronic	CECAS		Sneha Shah-Coltrane	Intellectually Gifted	Curriculum, Instruction, & Technology

Child Count	Children with disabilities who receive special education and related services according to an Individualized Education Program (IEP) or Service Program	State	Mandatory	NCGS 115C-110	April 1st			Students	Special Education Teacher & Exceptional Children Directors	Electronic	CECAS		Kelley Steen	EC Delivery Team	Technology Services Delivery/EPMO
Class-size	Permission to exceed class-size	State	Mandatory	Policies Governing Services for Children with Disabilities-Appendix A	August-May		Application submitted once class-size is exceeded	Students	LEA EC Director	Paper	Form		Ira Wolfe	Instructional Support & Related Services & Policy, Monitoring & Audit	Academic Services & Instructional Support Exceptional Children
Clustered Students with Disabilities (SWD)	SWD attending one school being counted in performance of another school	State & Federal	Mandatory	NCLB, SBE Policy HSP-C-005 and HSP-C-021	December 1, updates until April 1			Students	LEA Test Coordinator	Electronic	Secure FTP		Gary Williamson; Ken Barbour	Accountability ATEAM	Academic Services & Instructional Support Accountability
Collection Dates Submission System	Dates for designated local school testing cycle events (20D, FDF, FDS)	State & Federal	Mandatory	NCLB, SBE Policy HSP-C-005 and HSP-C-021	Beginning of school year, with updates as necessary			School	LEA Test Coordinator	Electronic	Web		Gary Williamson; Lori Ivey	Accountability ATEAM	Academic Services & Instructional Support Accountability
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	Mandatory	NCGS 96-33	November			School	Principal	Electronic	SIMS/NCWISE		Karl Pond	Production Systems Software Support	Office of the Deputy Superintendent Policy and Strategic Planning
Community Residential Centers	Funds for Special Education Services	State	Mandatory	Policies Governing Services for Children with Disabilities	August/September/October		Students enrolled in first 60 days of school	Students	LEA EC Director	Paper	Application		Christopher Alberti	Behavioral Support & Special Programs Section	Academic Services & Instructional Support Exceptional Children
Construction Cost Data	Awarded bid prices for construction of new schools	N/A	Optional	N/A	Quarterly			School, LEA	Architects and/or LEA Facilities Staff	Paper	E-mail/ Fax/ Mail		Ken Phelps	School Planning	Financial & Bus Services School Support
Contract Transportation	List of contracts in place for transporting EC children or other transportation other than yellow school buses	State	Mandatory	Allotment Policy Manual	October 15th	Annually		LEA	Finance Officer, Transportation Director	Electronic/ Paper	Email/Mail	http://www.ncbussafety.org/StateForms.html	Derek Graham	Transportation	Financial & Bus Services School Support
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	As needed		LEA	Financer Officer	Electronic/ Paper	E-mail/ Fax/ Mail		Gene Bruton	Monitoring & Compliance	Financial & Bus Services School Business
CTE Fall Enrollment	Collects select CTE demographic and career planning information not collected elsewhere	State & Federal	Mandatory	PL 109-270/Title I Sect. 113 & GS 115C-154	December 5th		Reports on enrollment as of 60th school day	Individual Student	Central Office	Electronic	NC WISE		Rhonda Welfare	CTE State & Federal Accountability	Academic Services & Instructional Support Career and Technical Education
CTE Performance Data	This report includes first and then second semester CTE postassessment scores. It also includes information on CTE concentrators.	Federal	Mandatory	PL 109-270/Title I Sect. 113 & GS 115C-154	May 15th through end of June		Following end of second semester	Individual Student	Teacher & Central Office	Electronic	CTE Data Collection Process (DCP)	dcp.dpi.state.nc.us	Margaret Harris	CTE State & Federal Accountability	Academic Services & Instructional Support Career and Technical Education

CTE Spring Enrollment	Collects select CTE demographic and career planning information not collected elsewhere	State & Federal	Mandatory	PL 109-270/Title I Sect. 113 & GS 115C-154	April 2nd		Reports on enrollment as of 140th school day	Individual Student	Central Office	Electronic	NC WISE		Rhonda Welfare	CTE State & Federal Accountability	Academic Services & Instructional Support Career and Technical Education
Curriculum Based Measurement (CBM) Fluency	Outcome based evaluation	Federal Grant	Mandatory*	Title 1, Part B, Subpart 1, PL 107-110 (NCLB)	September-October December-January May-June		Administer CBM to 2nd & 3rd grade, Fall and Spring. Administer to 1st grade Winter and Spring	Students	Teachers	Administered on paper; scores reported via Web site. LEAs will have option of using Palm for reporting in 2005-06.	Edformation Web site		Meta Phelps Hodges	Reading First	Academic Services & Instructional Support Elementary Education
Data Verification	Superintendent certification that data are true and correct	State & Federal	Mandatory	NCLB, SBE Policy HSP-C-005 and HSP-C-021	June 30th			LEA	Superintendent	Paper	Regional Accountability Coordinator (RAC)		Gary Williamson; Faye Atkinson	Accountability ATEAM	Academic Services & Instructional Support Accountability
Developmental Day	Funds for Special Education Services	State	Mandatory	IDEA Part B, State Performance Plan	August/September/October		Students enrolled in first 60 days of school	Students	LEA EC Director	Paper	Application		Christopher Alberti	Behavioral Support & Special Programs Section	Academic Services & Instructional Support Exceptional Children
Economically Disadvantaged Students (EDS) File	File with student id designating economically disadvantaged students in each school	State & Federal	Mandatory	NCLB, SBE Policy HSP-C-005 and HSP-C-021	December 1, April 1			Students	LEA Test Coordinator	Electronic	Secure FTP		Gary Williamson; Ken Barbour	Accountability ATEAM	Academic Services & Instructional Support Accountability
Eligible School Summary Report	School Title I eligibility and status	Federal	Mandatory	Title I, Part A Section 1116	June			School	LEA Title I Director and Charter Schools	Electronic	Web-based temporary tool		Donna Brown	Program Monitoring	Program Monitoring and Support
ELP test score report changes	correct student information in test score report	Federal	Mandatory	Title III, PL 107-110 (NCLB)	June 2nd			LEA/Charter School	LEP Coordinator	Electronic	LEP FDC		Helga Fasciano	K-12 Program Areas	Curriculum, Instruction, & Technology
Enrollment Increase Request	Schools submit any increase above 10% allotted by law to Office of Charter Schools for submission to SBE	State	Optional	NCGS-115C-238.29D(d)	October 15th	Annually		School	Principal/Board Chair	Electronic/Fax	Email/Fax		Jack Moyer	N/A	Financial & Bus Services Office of Charter Schools
EOY Report	Local, state and federal funds expended on special education services	Federal	Mandatory	IDEA, Title VI, Part B	May 1st			LEA	LEA EC Director	Electronic	Survey		Ira Wolfe	EC Delivery Team	Technology Services Delivery/EPMO
Exiting	Exiting data on number of students, ages 14-21, who exited special education during school year by basis of exit, disability and ethnicity	Federal	Mandatory	Section 618 of IDEA	September 30th			Students	Special Education Teacher & Exceptional Children Directors	Electronic	CECAS		Kelley Steen	EC Delivery Team	Technology Services Delivery/EPMO
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 1st			LEA	CN Director	Electronic	CN Technology System		Lynn Hoggard	Child Nutrition	Financial & Bus Services School Support

F&RP 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 1st			LEA	CN Director	Electronic	CN Technology System		Lynn Hoggard	Child Nutrition	Financial & Bus Services School Support
Fall Technical Attainment Scores	All CTE end-of-course post-assessment scores	State & Federal	Mandatory	PL 109-270/Title I Sect. 113 & GS 115C-154	February 1-28		Following end of first semester	Individual Student	Teacher & Central Office	Electronic	CTE Data Collection Process (DCP)	dcp.dpi.state.nc.us	Margaret Harris	CTE State & Federal Accountability	Academic Services & Instructional Support Career and Technical Education
FBS Graduate Data submission	File of 9th grade cohort for each school updated to reflect student situation	State & Federal	Mandatory	NCLB, SBE Policy HSP-C-005 and HSP-C 021	At least annually		At least annually	Students	LEA Test Coordinator	Electronic	Web		Angela Harrison; Donna Roch	Information Analysis and Reporting	Financial and Business Services, School Business Services
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	As needed		LEA	Finance Officer	Electronic/Paper	E-mail/ Fax/ Mail		Stephanie English	Monitoring & Compliance	Financial & Bus Services School Business
Field Test/Item Tryout Data	Student information and performance on state field tests	State & Federal	Mandatory	NCLB, SBE Policy HSP- C-005 and HSP-C 021	Various times		Various times	Students	LEA Test Coordinator	Paper/Online	Automatic Return System (ARS)		Tammy Howard	Test Development, TOPS	Academic Services & Instructional Support Accountability
Final PMR	Principal's Monthly Report Final 9th month, changed month 1-8	State	Mandatory	NCGS 115C-12(18)(b)	Annually	Annually		School	Principal	Electronic	NCWISE		Scott Douglass	Information Analysis and Reporting	Financial & Bus Services School Business
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 and July			Students	LEA	Electronic	Child Nutrition System		Lynn Hoggard	Child Nutrition	Financial & Bus Services Financial Services
Flexible Use of Mentor Funds	LEAs who have been approved to use mentor funds flexibility must submit an annual report on the outcomes of their efforts	General Assembly for those LEAs that have flexible use of mentor funds	Mandatory	Section 7.21(a) and 7.21(c) of the Special Provisions of the 2005 Budget Bill	July 15th			LEA	ILP Coordinator	Electronic/Paper	Email or Fax		Dan Holloman	N/A	Financial & Bus Human Resource Mgmt
Food Safety/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 1st			Individual schools	CN Director	Paper/ Electronic	Mail/Email		Lynn Hoggard	Child Nutrition	Financial & Bus Services School Support
Foreign Nationals Payroll Data	Reporting of Wages and Withholding Payments	State	Mandatory	HB 1414/SL 2004-124, 2004 Appropriations Act, Section 28.3(a)	Quarterly			LEA	Finance Officer	Electronic	UERS		Paul LeSieur	School Business Services	Financial & Bus Services School Business
Foreign Nationals Personnel Information	Personal Information and Country of Origin	State	Mandatory*	HB 1414/SL 2004-124, 2004 Appropriations Act, Section 28.3(a)	As Hired			Staff	Finance Officer Personnel Administrators	Electronic	UERS		Paul LeSieur	School Business Services	Financial & Bus Services School Business

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	Mandatory*	34 CFR § 300.660-.662	20 days after information request is received			School	EC Director, Principal, Superintendent	Paper			Lynn Smith, Kate Neale, and Pollye Pruitt	Policy, Monitoring & Audit	Academic Services & Instructional Support Exceptional Children
General Expense Personal Service Account Adjustments	LEAs report salary information changes	State	Mandatory*	NCGS 115C-47(21), 302(a) & 315(d)	As needed	Monthly		LEA	Finance Officer	Electronic/ Paper	UERS/ Fax/ Mail		Alexis Schauss	Information Analysis and Reporting	Financial & Bus Services School Business
General Supervision/ Correction of Non-compliance	Percent of noncompliance corrected within one year of identification	Federal	Mandatory	IDEA Part B, Section 611	June 30th	One year from identification	Students	LEA Exceptional Children Director or private agency	Paper	Email		Bobbie Grammer	Policy, Monitoring & Audit	Academic Services & Instructional Support Accountability	
General Supervision/ Identification of Non-compliance	Compliance identified through Record Review and other monitoring activities	Federal	Mandatory	IDEA Part B, Section 611	October 15th	Annually	Students	LEA Exceptional Children Director or private agency	Paper	Email		Bobbie Grammer	Policy, Monitoring & Audit	Academic Services & Instructional Support Accountability	
Grade 10 Writing Test	Student responses to writing test	State & Federal	Mandatory	NCLB, SBE Policy HSP-C-005 and HSP-C-021	March			Students	Students	Paper	Automatic Return System (ARS)		Jim Kroening	Test Development	Academic Services & Instructional Support Accountability
Group Homes	Funds for Special Education Services	State	Mandatory	Article 9 Special Education Law	August/September/October		Application submitted when enrollment increases	Students	LEA EC Director	Paper	Application		Christopher Alberti	Behavioral Support & Special Programs Section	Academic Services & Instructional Support Exceptional Children
Gun-Free Schools Act	Data collection for student expulsions for weapons brought to school	Federal		PL 103-227 Sec. 14601	July 7th			LEA	Central Office Contact	Extracted from Discipline Data	NCWISE/ SIMS/USDDC/ Spreadsheet		Marguerite Peebles	School Safety and Climate	Academic Services & Instructional Support Middle School Education
Homeless data collection	Data on homeless children	Federal	Mandatory	Title X	June				LEA Title I Director and Charter Schools	Electronic	FDC		Donna Brown	Program Monitoring	Program Monitoring and Support
Homeless/ Migrant File	Lists students who either were or are homeless or migrant during school year	State & Federal	Mandatory	NCLB, SBE Policy HSP-C-005 and HSP-C-021	June		Last day of school	Students	LEA Test Coordinator	Electronic	Secure FTP		Donna Brown; Ken Little	Program Monitoring	Academic Services & Instructional Support, Program Monitoring and Support
IHE Performance Report	Annual report containing quantitative and qualitative information on approved teacher education programs in NC's colleges and universities	State		NCGS 115C-296 (b1)	June 30th			IHE	Dean	Electronic	Title II Website		Jennifer Olson	Teacher Education	Financial & Bus Human Resource Mgmt

IHE Program Completer Follow-Up Survey	As part of the IHE Performance Report, surveys are sent to individuals who have completed undergraduate and graduate teacher education programs and school administration programs	State	Optional	NCGS 115C-296(b1)	May 1st			Individual teacher and employer	Individuals surveyed	Paper	Mail		Steeleana Roundtree	Teacher Education	Financial & Bus Human Resource Mgmt
IHE Title II Report	Annual report on performance of teacher education program graduates on licensing exams	Federal		1998 HEA Title II Sections 207 and 208	April 1st			IHE	Dean	Electronic	Title II Website		Steeleana Roundtree	Teacher Education	Financial & Bus Human Resource Mgmt
Immigrant Count	Number of immigrant students and country of origin	Federal	Mandatory	Title III, PL 107-110 (NCLB)	March 1st			Students	LEP Coordinator	Electronic	Electronic		Helga Fasciano	K-12 Program Areas	Curriculum, Instruction, & Technology
Information Update	Updates contact/address info	State	Mandatory	NCGS-115C-96	March 1st			LEA	Textbook Coordinators	Electronic	Fax		Drew Fairchild	Textbook Services	Financial & Bus Services School Support
Initial Licensure Program Report	Annual report submitted by LEAs about their efforts to support beginning teachers	SBE	Mandatory	SBE Policy QP-A-004	October 1st			LEA	ILP Coordinator	Electronic/Paper	Email/Mail or Fax		Dan Holloman	N/A	Financial & Bus Human Resource Mgmt
Iowa Test of Basic Skills (ITBS)	Outcome based evaluation	Federal Grant	Mandatory*	Title 1, Part B, Subpart 1, PL 107-110 (NCLB)	August-September May June		Administer ITBS within 6 weeks of EOG, both in Fall and Spring of each school year.	Students	Teachers	Administered on paper; documents mailed to vendor for scoring; results sent by CD	Riverside Publishing		Meta Phelps Hodges	Reading First	Academic Services & Instructional Support Elementary Education
LEA Technology Plans	Each LEA will develop a local school system technology plan that meets the requirements of the State school technology plan.	State	Mandatory	Public School Law 115C 102.6C	November, 2009		November	District Level	District Level Technology Personnel	Paper - moving to electronic submission for 2009		http://tps.dpi.state.nc.us/TechPlan0509/ (Template is being revised by Gartner)	Angela Quick	Educational Technology Implementation and Planning Services	Instructional Technology
LEA Vacancy Report	Annual report submitted by LEAs about number of vacancies in their system on October 20th	SBE	Mandatory	Request of SBE	October 20th			LEA	Personnel Administrator	Electronic/Paper	Email or Fax		Dan Holloman	Center for Recruitment and Retention	Financial & Bus Human Resource Mgmt
Learn & Serve Match Report	Annual report containing quantitative and qualitative information on approved teacher education programs in NC's colleges and universities	State		NCGS 115C-296 (b1)	June 30th (annually)		June 30th	IHE	Dean	Electronic	Title II Website	www.ncpublicschools.org/ihe	Carolyn Foxx	Teacher Education	Academic Services & Instructional Support Program Monitoring and Support
Learn & Serve Match Report	To ensure LEAs are matching federal funds	Federal	Mandatory*	PL 106-170	Semi-Annually	Quarterly		LEA	Finance Officer	Electronic/Paper	E-mail/ Fax/ Mail	http://www.ncpublicschools.org/docs/fbs/finance/federal/matchreportform.pdf	Stephanie English	Monitoring & Compliance	Financial & Bus Services School Business
LEP Metritech file	individual pre-coding information for ELP test documents	Federal	Mandatory	Title III, PL 107-110 (NCLB)	Dec 4th			LEA/Charter School	LEP Coordinator	Electronic	LEP FDC		Helga Fasciano	K-12 Program Areas	Curriculum, Instruction, & Technology

Local 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 15/Phase II: October 15		In May projecting for expenditures in the following year	LEA/School	Central Office	Electronic	Planning and Performance Management System	ctelps.dpi.state.nc.us	Rhonda Welfare	CTE State & Federal Accountability	Academic Services & Instructional Support Career and Technical Education
Local Wellness Policies	Report of achievements toward local wellness policies	Federal	Mandatory	PL 108-265 Child Nutrition and WIC Reauthorization Act of 2004	July 1st			LEA	CN Director	Paper/Electronic	Mail/Email		Lynn Hoggard	Child Nutrition	Financial & Bus Services School Support
Long Range Plan	Ten-year long range plan of facility needs for new schools, additions and renovations along with construction costs	State	Mandatory	NCGS 115C-521	Winter 05/06 and every five years thereafter			School, LEA	LEA person in charge of facilities	Electronic/Paper	E-mail/ Mailed CD		Ken Phelps	School Planning	Financial & Bus Services School Support
McKinney-Vento: Competitive Grant	Programs for homeless children	Federal	Optional	Title X, Part C, PL 107-110 (NCLB)	July			Students	Central Office	Electronic/Paper	Mail	http://www.ncpublicschools.org/comped/	Charlotte Hughes	Program Monitoring	Program Monitoring and Support
Memo	Agreement/Letter of Renewal-State/Local agreement of implementaton of School Meals Programs	Federal	Mandatory	7CFR Part 210-NSLP 215-SMP; 220-SBP Part 245	July 1st			LEA	CN Director	Electronic	CN Technology System		Lynn Hoggard	Child Nutrition	Financial & Bus Services School Support
Migrant Education Program data collection	School, MEP, and service data on migrant children	Federal	Mandatory for MEP programs	Title I Part C Section 1301-1309	September 15			Student	LEA MEP data specialist	Electronic	MIS2000		Loreto Tessini	Program Monitoring	Program Monitoring and Support
Missed Days	Survey of the number of missed instructional days due to inclement weather	State	Mandatory	HB1464 115C-84.2	June 30th	Annually		LEA	Central Office	Electronic	Web survey		Ozella Wiggins	Information Analysis and Reporting	Financial & Bus Services School Business
Modified Order	Orders for tapes/large print/Braille for EC students	State	Mandatory*	NCGS-115C-96	March 1st			LEA	Modified Textbook Coordinators	Electronic	Fax		Drew Fairchild	Textbook Services	Financial & Bus Services School Support
Monitoring System	Each LEA will develop a 6-year performance plan that measures its progress toward federal priority areas. An annual report of progress requires data submission	Federal	Mandatory	IDEA 2004 Section 616	August-March	Precise dates to be scheduled		LEA	Exceptional Children Director	Paper	Mail		Ira Wolfe	Policy, Monitoring & Audit	Academic Services & Instructional Support Exceptional Children
Monitoring System	Continuous Improvement Self-Assessment Analysis of LEA's strengths and needs and areas of noncompliance	Federal	Mandatory	34CRF300.141	February 16th			LEA	Exceptional Children Director	Paper	Mail		Ira Wolfe	Policy, Monitoring & Audit	Academic Services & Instructional Support Exceptional Children
Monthly Financial Report (MFR)	LEA/charters report general ledger balances	State	Mandatory	NCGS 115C-12(18)(b)	Monthly	Monthly		School	Finance Officer	Electronic	UERS		Andrew Cox	Information Analysis and Reporting	Financial & Bus Services School Business
N&D data collection	Student's eligibility and services provided in Neglected and Delinquent programs.	Federal	Mandatory		May			Student	LEA Title I Director and Charter Schools	Electronic	FDC		Donna Brown	Program Monitoring	Program Monitoring and Support

NAEP	Materials related to NAEP	State & Federal	Mandatory*	NCLB, SBE Policy HSP-C-005 and HSP-C-021			January-March	Students	School	Electronic/Paper	Paper and Secure FTP		Iris Garner	Testing Policy and Operations	Academic Services & Instructional Support Accountability
NC Migrant Evaluation Report	Assess effectiveness of program to meet educational needs of migratory children	Federal	Mandatory	Title I, Part C, Section 1304, PL 107-110 (NCLB)	June			Students	Central Office	Electronic/Paper	Fax/Email/Mail	http://www.ncpublicschools.org/comped/	Sonja Williams	Program Monitoring	Program Monitoring and Support
NC School Report Card Teacher Quality Data	Annual information about teacher turnover, licensure status, # of teachers with National Board Certification, # of teachers with advanced degrees, and teaching experience; also contains information principal demographics. LEAs review and verify data generated from Licensure System database	Federal & Office of the Governor	Mandatory	PL 107-110 (NCLB)	July 15th			School	Personnel Administrator	Electronic	Email		Mike Cash	N/A	Financial & Bus Human Resource Mgmt
NCLB 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 2-weeks of training prior to employment	Federal	Mandatory	PL 107-110 (NCLB)	June 30th			School	Personnel Administrator	Electronic	NCLB web pages		Dan Holloman	Licensure	Financial & Bus Human Resource Mgmt
NCLB Title II Part D Formula Grant Applications	The State educational agency shall award subgrants of NCLB Enhancing Education Through Technology to each eligible local education agency.	Federal	Mandatory	NCLB Title II Part D Section 2412	June 29		End of School Year	District Level	District Level Technology Personnel	Paper		http://www.ncwiseowl.org/im pact/div_it/docs/EETTFormula APP_07-08.doc	Angela Quick	Educational Technology Implementation and Planning Services	Instructional Technology
Neglected and Delinquent Application	Programs for Children in N & D Institutions	Federal	Optional	Title I, Part D, Section 1414, PL 107-110 (NCLB)	June			Students	State Agency	Electronic/Paper	Fax/Email/Mail	http://www.ncpublicschools.org/comped/	George Hancock	Program Monitoring	Academic Services & Instructional Support
Nominations for Governor's School	Nominations of individual students to be selected to participate in the Governor's School	State	Optional		November 18		Application packets sent to schools in September; student auditions and selections held in February/March	Students	Public and private schools	Paper	Mail and Fax		Tom Winton	Instructional Support & Related Services	Academic Services & Instructional Support Exceptional Children

Non-Promotion Revision Report	LEAs report students not promoted to next grade level	State	Mandatory	NCGS 115C-12(18)(b)	September 30th	Annually		Students	Principal	Electronic	SIMS/NCWISE		Scott Douglass	Information Analysis and Reporting	Financial & Bus Services School Business
Nurturing Child Count - Multiple Types of Enrichment	LEAs report learning/enrichment experiences of children from underserved populations	State		Linked to Darity Report 5/2001	June 1st		Spring	LEA	AIG Coordinators	Paper	Fax		Sneha Shah-Coltrane	Intellectually Gifted	Curriculum, Instruction, & Technology
Nurturing Differentiated Child Count	Monitor services rendered to underserved populations for increasing potential for identification of Academically or Intellectually Gifted programs	State		Linked to Darity Report 5/2001	June 1st		Spring	LEA	AIG Coordinators	Paper	Fax		Sneha Shah-Coltrane	Intellectually Gifted	Curriculum, Instruction, & Technology
October 1 Headcount	Statewide reporting of aggregate number of Limited English Proficient students (K-12) 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 2009-2010 school year, up to and including October 1, 2009; aggregate number of LEP PreK students; aggregate number of LEP students in private schools who are served by a school district; program types at student level; English Language Proficiency (ELP) test tier verification.	State & Federal	Mandatory	Title III, PL 107-110 (NCLB), SL2002-284, Section 7.15(b), NCAC 6D.0106	November 5th			Student	LEP Coordinator	Electronic	LEP FDC		Helga Fasciano	K-12 Program Areas	Curriculum, Instruction, & Technology
Out-of-District Placements	Funds for Special Education Services	Federal	Mandatory	IDEA-(20 U.S.C. 1411(e)(2-3)(A)	August/September/October		Students enrolled in first 60 days of school	Students	LEA EC Director	Paper	Application		Christopher Alberti	Behavioral Support & Special Programs Section	Academic Services & Instructional Support Exceptional Children
Passenger Count	Number of students transported - official ridership count used as basis for funding	State	Mandatory	Allotment Policy Manual	October 15th	Annually		LEA	Central Office Staff, Transportation Director	Paper	Mail or Courier	http://www.ncbusafety.org/StateForms.html	Derek Graham	Transportation	Financial & Bus Services School Support
PBS Data Requirements	Report of school information in schools implementing Positive Behavior Support	Federal Grant	Mandatory*	84323A State Program Improvement Grant	June 30th			School	School Staff	Paper	Email/ Fax/ Mail		Laura Snyder	Behavioral Support & Special Programs Section	Academic Services & Instructional Support Exceptional Children

Per Capita Distribution	LEAs report when they serve students from other LEAs. LEAs with city LEAs only	State	Mandatory*	School Budget & Fiscal Control Act	May 15th	Annually		LEA	Central Office	Electronic/ Paper	E-mail/ Fax/ Mail		Alexis Schauss	School Business Services	Financial & Bus Services School Business
Personnel	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 29th			LEA	Exceptional Children Directors	Web Survey	Email Link		Kelley Steen	EC Delivery Team	Technology Services Delivery/EPMO
PMR	Principal's Monthly Report	State	Mandatory	NCGS 115C-12(18)(b)	Monthly	Monthly		School	Principal	Electronic	NCWISE		Scott Douglass	Information Analysis and Reporting	Financial & Bus Services School Business
Policy Statement	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 1st			LEA	CN Director	Electronic	CN Technology System		Lynn Hoggard	Child Nutrition	Financial & Bus Services School Support
Postschool Outcomes	Follow-up Data	Federal	Mandatory	IDEA Part B, State Performance Plan	May/June		Survey one year after student exits high school	Students	LEAs, Parents	Interviews & Telephone Surveys	Document		Bobbie Grammer	Policy, Monitoring & Audit	Academic Services & Instructional Support Exceptional Children
Postschool Outcomes	UNC-Charlotte contracted to collect exit data on students with disabilities	Federal	Mandatory	IDEA Part B, State Performance Plan	May/June		Survey one year after student exits high school	Students	Special Education Teacher & EC Directors	Survey	Document		Freda Lee / Bobbie Grammer	Professional Improvement & Professional Development / Policy, Monitoring & Audit	Academic Services & Instructional Support Exceptional Children
PRC 29 intervention and services form	Report of interventions provided by PRC 29 funds	N/A	Mandatory*	N/A	August 15th			Students	EC Staff	Paper	Email/ Fax/ Mail		Laura Snyder	Behavioral Support & Special Programs Section	Academic Services & Instructional Support Exceptional Children
PRC 29 intervention and services form	Report of interventions provided by PRC 29 funds	N/A	Mandatory*	N/A	February 2nd			Students	EC Staff	Paper	Email/ Fax/ Mail		Laura Snyder	Behavioral Support & Special Programs Section	Academic Services & Instructional Support Exceptional Children
PRC 29 intervention and services form	Request for PRC29 Funds	N/A	Mandatory*	N/A	May 1st			Students	EC Staff	Paper	Paper		Laura Snyder	Behavioral Support & Special Programs Section	Academic Services & Instructional Support Exceptional Children
PRC 29 student information form	Report of progress of students being funded through PRC 29	N/A	Mandatory*	N/A	August 15th			Students	EC Staff	Paper	Email/ Fax/ Mail		Laura Snyder	Behavioral Support & Special Programs Section	Academic Services & Instructional Support Exceptional Children

PRC 29 student information form	Report of progress of students being funded through PRC 29	N/A	Mandatory*	N/A	February 2nd			Students	EC Staff	Paper	Email/ Fax/ Mail		Laura Snyder	Behavioral Support & Special Programs Section	Academic Services & Instructional Support Exceptional Children
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 15th			LEA	Preschool Coordinators or EC Director	Web Survey	Email Link		Norman Allard / Vivian James	Professional Improvement & Professional Development / Office of School Readiness	Academic Services & Instructional Support Exceptional Children / Office of School Readiness
Private Schools	Approval of private schools to provide special education	Federal	Mandatory	IDEA, Title VI, Part B	August-May		Application submitted by private school to request on-site review	Students	Monitoring Consultant	Paper	Application		Ira Wolfe	Policy, Monitoring & Audit	Academic Services & Instructional Support Exceptional Children
Professional Personnel Activity Report (PPAR)	School Activity Report (SAR)	State	Mandatory	NCGS 115C-301 (g), NCGS 115C-301 (f), PL 95-561, 20 U>S>C> 3221-3261, NCGS 115C-47 (10)	Annually	Annually	Within 21 days of the end of 2nd School Month	School	Teacher & Principal	Paper	E-mail/ Fax/ Mail		Ozella Wiggins	Information Analysis and Reporting	Financial & Bus Services School Business
Public School Capital Building Fund	Various forms relative to expenditure of Public School Capital Building Funds	State	Mandatory*	NCGS 115C-546.1	As Needed			School, LEA	Usually Finance Officer	Paper	Fax/Mail		Ken Phelps	School Planning	Financial & Bus Services School Support
Public School Full-Time Personnel Report	Personnel assignments and number of staff in various staffing categories collected for Statistical Profile	State	Mandatory	NCGS 115C-12(18)(b)	October 31st	Annually		LEA	Principal	Electronic	e-mail		Frank Cernik	School Business Services	Financial & Bus Services School Business
Pupil Textbook Orders	Orders for new adoption and replacement textbooks and materials	State	Mandatory	NCGS-115C-96	March 1st			LEA	Textbook Coordinators	Electronic	Fax		Drew Fairchild	Textbook Services	Financial & Bus Services School Support
Pupils in Membership by Race and Sex	Pupils in membership by race and sex	State	Mandatory	NCGS 115C-12(18)(b)	October 31st	Annually		Students	Principal	Electronic	NCWISE		Frank Cernik	School Business Services	Financial & Bus Services School Business
QualifiedZone Academy Bonds	Various forms relative to application for use of federal Qualified Zone Academy Bonds	Federal	Mandatory*	IRC 1397E	As Needed			School, LEA	Usually Finance Officer	Paper	Mail		Roger Ballard	School Planning	Financial & Bus Services School Support
REAP Applications	Address unique needs of rural school districts	Federal	Optional	Title VI, Part B, Subpart 1, PL 107-110 (NCLB)	August			LEA	Central Office	Paper	Fax/Email/Mail	http://www.ncpublicschools.org/comped/	Rhonda Muhammad	Program Monitoring	Program Monitoring and Support
Recording for the Blind & Dyslexic Recorded Textbooks	Information on student participation & provider satisfaction with RFB&D recorded textbooks	State	Mandatory	IDEA	December 1st		Orders placed in beginning of school year and throughout year as needed; satisfaction survey completed midyear	Students & LEA	EC Director or Designee	Electronic	Email		Tom Winton	Instructional Support & Related Services	Academic Services & Instructional Support Exceptional Children

Recycling Report	LEA Reports on Recycling	State	Mandatory	NCGS 147.12(11)	December 15th 2004-2007			LEA	LEAs, Facility Staff	Electronic/ Paper	E-mail/ Fax/Mail		Steve Taynton	School Planning	Financial & Bus Services School Support
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 16th		Eligible students as of first Monday of school in new calendar year	Students	Anyone (often a teacher of visually impaired), approved by LEA Exceptional Children Director; State Operated Programs and non-public schools, including homeschools, are also eligible	Electronic & Paper	Email/ Fax/ Mail; may be in CECAS next year		Julie Kagy	Instructional Support & Related Services	Academic Services & Instructional Support Exceptional Children
Report of amounts to be refunded to SPSF from local funds	For LEAs to refund transportation dollars	State	Mandatory	NCGS 115C-12(19)	Monthly	Monthly		LEA	Finance Officer	Electronic	UERS		Andrew Cox	Information Analysis and Reporting	Financial & Bus Services School Business
Report of School Sales	Report of sales of textbooks to parents and/or sale of used books	State	Mandatory*	NCGS-115C-96	October 31st			LEA	Textbook Coordinators	Electronic	Fax		Drew Fairchild	Textbook Services	Financial & Bus Services School Support
Risk Pool	Funds for Special Education Services	Federal	Mandatory	IDEA-(20 U.S.C. 1411(e)(2-3)(A)	August/September/October		Students enrolled in first 60 days of school EOY update due June 30th	Students	LEA EC Director	Paper	Application		Christopher Alberti	Exceptional Children Division	Academic Services & Instructional Support Exceptional Children
RPG	Retention-Promotion/ Graduation Report	State	Mandatory	NCGS 115C-12(18)(b)	October 15th	Annually		School	Principal	Electronic	NCWISE		Scott Douglass	Information Analysis and Reporting	Financial & Bus Services School Business
RTI Data Collection	RTI Pilot sites collect referral, intervention, demographics and entitlement data	Federal	Mandatory*	IDEA	September 30th		Fall	Students	RTI Pilot Site Contact	Paper	E-mail		Susan Davis	Program Improvement & Professional Development	Academic Services & Instructional Support Exceptional Children
Safe and Drug Free Schools	Grant to support programs that prevent violence and illegal use of alcohol and drugs	Federal	Optional	Title V, Part A, Section 4114, PL 107-110 (NCLB)	June 10th			LEA	Central Office Contact	Electronic/ Paper	Document		Marguerite Peebles	School Safety and Climate	Academic Services & Instructional Support Middle School Education
Safe and Drug Free Schools- Truancy	Data collection for unexcused absences per grade level	Federal		Title V, Part A, Section 4114, PL 107-110 (NCLB)	June 30th			LEA	Central Office Contact	Electronic/ Paper	Document		Marguerite Peebles	School Safety and Climate	Academic Services & Instructional Support Middle School Education
Salary Supplements	Report of salary supplements paid at LEA	State	Mandatory	NCGS 115C-12(18)(b)	October 31st	Annually		LEA	Central Office	Electronic	e-mail		Frank Cernik	School Business Services	Financial & Bus Services School Business
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 1st			LEA	CN Director	Electronic	CN Technology System		Lynn Hoggard	Child Nutrition	Financial & Bus Services School Support

Schedule B	Listing of RCCI Sites - List of program sites, location, and meals programs implemented	Federal	Mandatory	7CFR Part 210 NSLP 215-SMP, 220-SBP Part 245	July 1st			LEA	CN Director	Electronic	CN Technology System		Lynn Hoggard	Child Nutrition	Financial & Bus Services School Support
School Activity Report (SAR)	School Activity Report (SAR)	State	Mandatory	NCGS 115C-301 (g), NCGS 115C-301 (f), PL 95-561, 20 U>S>C> 3221-3261, NCGS 115C-47 (10)	Annually	Annually	Within 21 days of the end of 2nd School Month	School	Principal	Electronic	NCWISE		Scott Douglass	Information Analysis and Reporting	Financial & Bus Services School Business
School Facilities Data	MS Access forms on various aspects of school construction and capacity	N/A	Optional	N/A	On-Going			School, LEA	School Planning Staff	Electronic	Data Entry		Steve Taynton	School Planning	Financial & Bus Services School Support
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		10th day	Students, School	LEA	Electronic	Child Nutrition System		Sarah Harris	Operational Accounting	Financial & Bus Services Financial Services
School Health Policies and Programs Survey	Assess policies and programs every six years	Federal	Optional	N/A	2012		Spring	LEA and State	Centers for Disease Control and Prevention (CDC) Healthy Schools only supports	Paper and Face to face interview	Mail and Phone		Sarah Langer	Healthy Schools	Academic Services & Instructional Support
School Improvement Verification	Verification of School Improvement Sanctin Level	Federal	Mandatory		August			School	LEA Title I Director and Charter Schools	Electronic	Web-based temporary tool		Donna Brown	Program Monitoring	Program Monitoring and Support
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 15th and March 15th			LEA	CN Director	Paper	Mail		Lynn Hoggard	Child Nutrition	Financial & Bus Services School Support
School Name and Address File	Used to prepare Education Directory	State	Mandatory	NCGS 115C-12(18)(b)	as needed	Annually		School	Principal & Central Office	Electronic	SNA System		Nicola Lefler	Information Analysis and Reporting	Financial & Bus Services School Business
School Profiles Survey	Assess policies and programs in even numbered years	Federal	Optional	N/A	Spring 2009		Spring	Principal/Lead Health Teachers	Principal/Lead Health Teachers	Paper	Mail		Sarah Langer	Healthy Schools	Middle and Secondary Division
Secondary Transition	Percent of youth aged 16 and above with an IEP that includes coordinated, measurable, annual IEP goals and transition services that will enable the student	Federal	Mandatory	IDEA Part B, Section 611	October 15th	Annually	Students	LEA Exceptional Children Director or private agency director	Paper	Email		Ira Wolfe	Policy, Monitoring & Audit	Academic Services & Instructional Support Accountability	

SES & Choice data collection	Student's eligibility and services provided under Supplemental Education Services and Public School Choice provisions	Federal	Mandatory		May			Student	LEA Title I Director and Charter Schools	Electronic	FDC		Donna Brown	Program Monitoring	Program Monitoring and Support
SIP II Data Collection	Student demographics/test data for SWD in Grades K-2; EOG/EOC data collected for schools participating in SIP II project	Federal/State Improvement Grant	Mandatory*	CFDA 84-323A	June 1st		Spring	Students, School	LEA SIG Coordinator	Electronic / Paper	E-mail	www.ncsjp.org	Susan Davis	Program Improvement & Professional Development	Academic Services & Instructional Support Exceptional Children
Special State Reserve	Funds for Special Education Services	State	Mandatory	Article 9 Special Education Law (Being Revised)	August/September/October		Students enrolled in first 60 days of school EOY update due June 30th	Students	LEA EC Director	Paper	Application		Christopher Alberti	Exceptional Children Division	Academic Services & Instructional Support Exceptional Children
Student Membership (by course, grade, and homeroom)	Student information including courses enrolled and demographics for all students in all schools	State & Federal	Mandatory	NCLB, SBE Policy HSP-C-005 and HSP-C-021	Various times		Various times	Students	LEA Test Coordinator	Electronic	Secure FTP		Gary Williamson; Ken Barbour	Accountability ATEAM	Academic Services & Instructional Support Accountability
Suspended and Expelled Students; Acts of Crime and Violence	Disciplinary Data-Acts and consequences	State	Mandatory	NCGS 115-12(27)/SL 2001-424 Sec. 28.30(f)/NCGS 115C-288	June 30th (annually)		June	Students	LEA	Electronic	USDDC/NCWISE		Ken Gattis	Research & Evaluation	Academic Services & Instructional Support Program Monitoring and Support
TA/CRE 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			LEA	CN Director	Paper	Mail		Lynn Hoggard	Child Nutrition	Financial & Bus Services School Support
TAS data collection	Student's eligibility and services provided in a Targeted Assistance School	Federal	Mandatory		May			Student	LEA Title I Director and Charter Schools	Electronic	FDC		Donna Brown	Program Monitoring	Program Monitoring and Support
Teacher Turnover	Annual report submitted by LEAs about number of teachers leaving and their reasons for leaving	State	Mandatory	NCGS 115C-12(22)	July 15th			LEA	Personnel Administrator	Electronic/Paper	Email or Fax		Dan Holloman	Center for Recruitment and Retention	Financial & Bus Human Resource Mgmt
Tech Prep Report	Shows results of expenditure of federal Tech Prep funds	Federal	Mandatory	PL 109-270/Title II	September 30th		In September, reporting on previous year	LEA/School	Central Office	Paper	Interview	FINAL CTP DATA PACKET 2006-07.xls	Chris Droessler	CTE Support Services	Academic Services & Instructional Support Career and Technical Education
Test Materials Orders	List of materials for state testing program	State & Federal	Mandatory	NCLB, SBE Policy HSP-C-005 and HSP-C-021	Various times		Various times	LEA	LEA Test Coordinator	Electronic	Web		Brian Swiger	Testing Policy and Operations, TOPS	Academic Services & Instructional Support Accountability
Testing Irregularity Report	Report of testing issue	State & Federal	Mandatory*	NCLB, SBE Policy HSP-C-005 and HSP-C-021	Various times		Various times	Students	LEA Test Coordinator	Electronic	Web		Brian Swiger	Testing Policy and Operations	Academic Services & Instructional Support Accountability

Texas Primary Reading Inventory (TPRI) testing	Screening and diagnostic testing for Reading First Schools; applies to K-3 grades	Federal Grant	Mandatory*	Title 1, Part B, Subpart 1, PL 107-110 (NCLB)	September-October December-January May-June		Fall, mid-year, end of year. Mid-year within 2 weeks of first semester end.	Students	Teachers	Electronic-Palm based testing downloaded to vendor's Web site	TPRI		Meta Phelps Hodges	Reading First	Academic Services & Instructional Support Elementary Education
Timely Placement	Percent of children with parental consent to evaluate, who were evaluated and eligibility determined within 90	Federal	Mandatory	IDEA Part B, Section 611	October 15th	July 1st-June 30th	Students	LEA Exceptional Children Director or private agency	Paper	Email		Ira Wolfe	Policy, Monitoring & Audit	Academic Services & Instructional Support Accountability	
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	Federal	Mandatory	IDEA Part B, Section 619	October 15th	July 1st - June 30th	Students	LEA Exceptional Children Director or private agency director	Paper	Email		Norman Allard / Vivian James	Policy, Monitoring & Audit	Academic Services & Instructional Support Exceptional Children/Office	
Title I - Other data	Number of children served in Private Schools, Corrective actions implemented by LEA, and Use of RLIS funds	Federal	Mandatory		May			LEA	LEA Title I Director and Charter Schools	Electronic	FDC		Donna Brown	Program Monitoring	Program Monitoring and Support
Title I Application	Basic Program Operated By LEAs	Federal	Optional	Title I, Part A, Section 1112(a), PL 107-110 (NCLB)	June			LEA	Central Office	Electronic/Paper	Fax/Email/Mail	http://www.ncpublicschools.org/comped/	Charlotte Hughes	Program Monitoring	Program Monitoring and Support
Title I Migrant Education Application	Education for Migratory Children	Federal	Optional	Title I, Part C, Section 1304, PL 107-110 (NCLB)	June			Students	Central Office	Electronic/Paper	Fax/Email/Mail	http://www.ncpublicschools.org/comped/	Sonja Williams	Program Monitoring	Program Monitoring and Support
Title I School Improvement Application	Schools in Title I School Improvement	Federal	Mandatory	Title I, Part A, Section 1116(b), PL 107-110 (NCLB)	December			School	Central Office	Electronic/Paper	Fax/Email/Mail	http://www.ncpublicschools.org/comped/	Charlotte Hughes	Program Monitoring	Program Monitoring and Support
Title I Targeted Assistance (TAS)	List of Title I students receiving assistance in targeted assistance schools	State & Federal	Mandatory	NCLB, SBE Policy HSP-C-005 and HSP-C-021	December 1st			Students	LEA Test Coordinator	Electronic	Secure FTP		Donna Brown; Ken Little	Program Monitoring	Academic Services & Instructional Support Accountability
Title II Annual Application	Annual report of proposed objectives for the next school year which allows LEAs to receive Title II Teacher Quality funds	Federal	Mandatory	PL 107-110 (NCLB)	June 15th			LEA	Title II Director	Paper	Email/Mail/or Fax		Elaine Ellington	Licensure	Financial & Bus Human Resource Mgmt
Title II Annual Performance Report	Annual report submitted by LEAs detailing achievement of goals articulated in Title II Application the previous year	Federal	Mandatory*	PL 107-110 (NCLB)	June 15th			LEA	LEA Title II Director	Paper	Email/Mail/or Fax		Elaine Ellington	Licensure	Financial & Bus Human Resource Mgmt

Title III Annual Performance Report	Data analysis of 2008-09 for program evaluation; % LEP students vs all students retained; % LEP students who met and who did not meet state test standards; reflection on LEP student achievement, participation, & progress.	Federal	Mandatory	Title III PL 107-110 (NCLB)	September 25th				LEP Coordinator	Electronic	e-mail		Helga Fasciano	K-12 Program Areas	Curriculum, Instruction, & Technology
Title III Application	Application for Title III Funds	Federal	Optional	Title III, PL 107-110 (NCLB)	May 19th			LEA/Charter School	LEP Coordinator	Electronic	Fax/Mail		Helga Fasciano	K-12 Program Areas	Curriculum, Instruction, & Technology
Title III Improvement plans	improvement plans of LEAs in Title III improvement.	Federal	Mandatory	Title III, PL 107-110 (NCLB)	April 15th			LEA/Charter School	LEP Coordinator	Electronic	Fax/E-mail		Helga Fasciano	K-12 Program Areas	Curriculum, Instruction, & Technology
Title IV Reports-SDFS	Safe and Drug Free Schools report	Federal	?	Title IV, Part A, PL 107-110, NCLB	July 7th				SDFS Coordinators		Application		Marguerite Peebles	School Safety and Climate	Academic Services & Instructional Support Middle School Education
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		Winter	Students	Central Office	Paper	Mail		Denise Pittillo	Healthy Schools	Academic Services & Instructional Support
Title V Application	Local Innovative Education Programs	Federal	Optional	Title V, Part A, Section 5133, PL 107-110 (NCLB)	June			LEA	Central Office	Paper	Mail	http://www.ncpublicschools.org/comped/	Charlotte Hughes	Compensatory Education	Academic Services & Instructional Support
Total Cost of Ownership (TCO)	District-level determination of expenditures for technology resources in a given year	State	Mandatory	NCGS 115C-102.7	September 1st			LEA	Technology Director	Electronic	Website		Melanie Honeycutt	Educational Technology Implementation and Planning Services	Technology Services Instructional Technology
TPRI testing	Progress Monitoring and Diagnostic (Fluency)	Federal Grant	Mandatory*	Title 1, Part B, Subpart 1, PL 107-110 (NCLB)	On-Going			Students	Teachers	Electronic-Palm based testing downloaded to vendor's Web site	TPRI		Meta Phelps Hodges	Reading First	Academic Services & Instructional Support Elementary Education
Transportation Driver Salary Data	List of bus routes and rates of pay for school bus drivers	State	Mandatory	NCGS 115C-240	October 15th	Annually		LEA	Finance Officer, Transportation Director, Cost Clerk	Electronic/Paper	Email/Mail	http://www.ncbusafety.org/StateForms.html	Derek Graham	Transportation	Financial & Bus Services School Support
Transportation Report for Fiscal Year	Report of buses used, miles traveled, local dollars spent to/from school transportation	State	Mandatory	Allotment Policy Manual	August 1st	Annually		LEA	Finance Officer, Transportation Director, Cost Clerk	Electronic/Paper	Email/Mail	http://www.ncbusafety.org/StateForms.html	Derek Graham	Transportation	Financial & Bus Services School Support
Transportation Routing Report-TIMS System	Upload of TIMS data to ensure compliance with law and to provide data for funding	State	Mandatory	NCGS 115C-240	November 1st	Annually		LEA	Transportation Director, TIMS Coordinator	Electronic	Email/FTP		Derek Graham	Transportation	Financial & Bus Services School Support

Triple S Schools	Data collection for schools seeking recognition as Super Safe Schools	SBE	Optional	N/A	September 29th			Schools	School Contact	Paper	Document		Marguerite Peebles	School Safety and Climate	Academic Services & Instructional Support Middle School Education
UERS Transfer Schedule	Provides the beginning and the end of the school months for each LEA (SIMS only, not NCWISE)	State	Mandatory*	NCGS 115C-12(18)(b)	June 15th	Annually		School	Central Office	Electronic/ Paper	E-mail/ Fax/ Mail		Andrew Cox	Information Analysis and Reporting	Financial & Bus Services School Business
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 1st			Students, School	LEA	Electronic	Child Nutrition System		Lynn Hoggard	Child Nutrition	Financial & Bus Services Financial Services
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 16th and March 16th			LEA	CN Director	Paper	Mail		Lynn Hoggard	Child Nutrition	Financial & Bus Services School Support
WIDA Files (ACCESS)	Performance of student on ESL language proficiency test	State & Federal	Mandatory	NCLB, SBE Policy HSP-C-005 and HSP-C-021	10 days after ACCESS for ELLs window closes		10 days after ACCESS for ELLs window closes	Students	LEP Coordinator	Electronic	Secure FTP		Helga Fasciano; Mark Hausner	K-12 Program Areas	Academic Services & Instructional Support K-12 Curriculum, Instruction and Technology
WIDA Files (W-APT)	Student performance on state tests	State & Federal	Mandatory	NCLB, SBE Policy HSP-C-005 and HSP-C-022	Ongoing		Ongoing	Students	LEP Coordinator	Electronic	Secure FTP		Helga Fasciano; Mark Hausner	K-12 Program Areas	Academic Services & Instructional Support K-12 Curriculum, Instruction and Technology
Winscan Files	Student performance on state tests (online and paper/pencil)	State & Federal	Mandatory	NCLB, SBE Policy HSP-C-005 and HSP-C-021	10 days after summer, fall, spring administrations		10 days after summer, fall, spring administrations	Students	LEA Test Coordinator	Electronic	Secure FTP		Gary Williamson; Ken Barbour	Accountability ATEAM	Academic Services & Instructional Support Accountability
Youth Risk Behavior Survey (YRBS)	Assess student risk behaviors in off numbered years	Federal	Optional	N/A	Spring 2009		Spring	Students	Central Office	Paper	Mail		Sarah Langer	Healthy Schools	Middle and Secondary Division
Youth Tobacco Survey (YTS)	Assess youth tobacco use in fall of odd numbered years	Federal	Optional	N/A	Fall 2010		Fall	Students	NC DHHS (Healthy Schools only supports)	Paper	Mail		David Gardener	Healthy Schools	Middle and Secondary Division