

## MEMORANDUM

Date: May 24, 2016  
To: EDDIE Subscribed Users  
From: Nicola Lefler, EDDIE Administrator, Division of School Business, NCDPI  
RE: EDDIE Transition to 2016-17

The following information applies to all public schools in NC, including charter schools, regional schools, state agency operated schools, and federal schools. It is required as part of the Uniform Education Reporting System per 115C-238.29F(f)(2). Failure to comply can result in Financial Non Compliance. Please share this memo with your NC SIS Coordinator, Accountability staff, Human Resources staff, etc.

**Currently, EDDIE should contain only 2015-16 data for all schools and LEAs.** The exception is future or pending schools for 2016-17. **DO NOT enter 2016-17 data until July 1<sup>st</sup>.**

**EDDIE will close at 5:00 p.m. June 29<sup>th</sup> and will re-open by noon on July 1<sup>st</sup> for school year 2016-17.** After EDDIE closes on June 29<sup>th</sup>, DPI will archive the data as the official record for school year 2015-16. This record will not be revised and will be used for the [NC Report Cards](#). If data is updated for 2016-17 before July 1<sup>st</sup>, your 2015-16 NC School Report Cards may be inaccurate.

### Now Through June 29<sup>th</sup>:

- Check that all 2015-16 data is current. Update data that is not accurate.
  - **Accreditation Status should be SACS or blank.** Only two State accreditations ( in LEA 150) have been issued by the SBE as of May 2016. See [SBE Policy Manual](#), GCS-B-000.
- New schools to open in 2016-17 should have already been entered in EDDIE. Their status will show as "Future" if approved, or "Pending" if not yet approved.
  - If new schools opening this summer or fall are not in EDDIE, enter a "New School Add Request" in EDDIE ASAP with an opening date of 07/01/2016.
- Closing schools - make sure that 07/01/2016 has been entered in the closing date field on that school's page.
  - Closing schools are schools that will not re-open next year and the students are being re-assigned to other schools. If a school is moving to a new location or changing its name, it is not closing.

### Starting July 1<sup>st</sup>:

- Verify all 2016-17 information is accurate for your LEA and/or school(s). Update as needed.
- PowerSchool has turned off their data pull from EDDIE to allow schools to add new grade levels and schedule students for next year. **If you have a school adding grades, you must update it in EDDIE between July 1 and July 10.** If the data is not updated in EDDIE, it will overwrite PowerSchool when the pull is turned on July 11 and their data will be lost.
- Use the EDDIE checklist (below) to help with your updates for 2016-17.

### General Info:

- EDDIE is used year-round by the public, state legislators, local governments, the federal government, universities, researchers, realtors, journalists, and multiple systems at DPI. It is your responsibility to ensure that EDDIE is kept up-to-date throughout the year.
- PowerSchool pulls data (school names, grade levels, addresses, etc.) from EDDIE. If you have PowerSchool questions, contact your NC SIS Coordinator.

Help documents are posted at [www.ncpublicschools.org/fbs/accounting/eddie/](http://www.ncpublicschools.org/fbs/accounting/eddie/), or send your questions to [eddie@dpi.nc.gov](mailto:eddie@dpi.nc.gov).

# EDDIE Checklist for 2016-17

## Verify and update beginning July 1:

- Every school should have two names; the Official Name (full name as approved by local board) and a School Name (short version, commonly used.) Example:
  - John and Jane Doe Magnet Elementary School of Technology and Global Awareness (Official Name in EDDIE)
  - Doe Elementary (School Name in EDDIE)
- Schools that closed in 2015-16 are in EDDIE with a status of "Closed" and dated 07/01/2016
- Schools opening Summer/Fall 2016 are in EDDIE with a status of "New"
- Schools that opened in 2015-16 have changed status from "New" to "Open"
- Current Grade Levels for every school must be accurate
  - Charters and new high schools often add a grade each year, double-check this
  - Including PK is optional, unless the PK program receives state and/or federal funds
  - Verify Approved levels (Charters approved by SBE, LEAs approved by local board\*)
    - \* Exception – CIHS & ECHS grade levels must be approved by the SBE.
- School Type (Regular, Alternative, Exceptional Children, Career Tech.) for every school
- Program Type (Magnet, CIHS, ECHS, Hospital)
- Calendar Type (Traditional, Year Round, etc.)
- Schedule Type (Semester, Block, Quarterly – these are locally defined types)
- Accreditation Status (Should be SACS or blank - excluding 2 schools in LEA 150)
- Addresses (Note - enter a mailing address only if it is different from the street address. If a PO box or drawer is in EDDIE, contact the school to verify it is still being used.)
- Phone & Fax numbers
- URL: Web address for LEAs & schools - click link to verify (add http:// before the www.)
- Staff information to verify (if unavailable, enter Vacant in first name field):
  - Principal/Director name (on school page)
  - Accountability (Testing staff contact information, on every school's staff page)
  - Superintendent name (on LEA page)
  - Selected central office staff (for LEAs only, on LEA's staff page. See FAQs at [www.ncpublicschools.org/fbs/accounting/eddie/](http://www.ncpublicschools.org/fbs/accounting/eddie/) for a list of positions included.)
  - Charter schools – Board Chair and Vice Chair (on each school's staff page)
  - Email addresses (for all staff in EDDIE)

## Tips:

- Click on the blue field names in EDDIE for definitions, examples, etc. Also reference the Definitions link on the EDDIE information page. [www.ncpublicschools.org/fbs/accounting/eddie/](http://www.ncpublicschools.org/fbs/accounting/eddie/)
- LEAs - Use EDDIE's Create Custom Reports to get overviews of your data. Filter each report by your LEA name or number, and download the spreadsheets to your computer.
- Have more than one EDDIE subscribed user for your LEA or Charter School and share the work.

If you have questions, please check the FAQs, Definitions, and other documents posted at [www.ncpublicschools.org/fbs/accounting/eddie/](http://www.ncpublicschools.org/fbs/accounting/eddie/), or send questions to [eddie@dpi.nc.gov](mailto:eddie@dpi.nc.gov).