Instructions for Completing Hurricane Florence Reporting Requirements

1. Input LEA number

	Hurricane Florence Relief Reporting Requirements						
	School Year 2018-2019						
LEA Number *	0						
LEA Name	#NAME?						
						Adjustments	
School ID	School Name	# Days Missed	# Days Made Up	Make Up Dates	#Days Missed	#Days Made Up	Make Up Dates

Please complete the following fields. The frequently asked questions link below should guide you in any questions you may have.

2. Data will be populated in cells A-E based on the LEA PowerSchool instance.

3. If the data in Cells C-E does not match the data from your LEA, update the information in cells F-H under adjustments.

- **Adjustments** – *if there is a difference in the #Days Missed, #Days Made Up and Make Up Dates, please make the necessary adjustments under adjustments.*

- **#Hours Deem Comp**
- **# Days Deem Comp**

> If your instructional day is for example, 6.5 hours and your school deemed 2 full instructional days as completed, you need only report 2 as the number of days deemed completed and 0 hours. If for example of the 2 days deemed completed but only 3 hrs. of one of the days was deemed completed, you would report 1 day deemed completed and 3 hours deemed completed.

- **School Nutrition Compensation** - Salary only, no benefits.

- **Other Employee Compensation** - Salary only, no benefits.

- **Comments** - If any schools are missing or you have Central Office employees, put them in the comments section.

If you have questions, please check the frequently asked questions document. If your question is not listed on the document, please contact studentaccounting@dpi.nc.gov.

Frequently Asked Questions

For the "# Hours Deemed Complete" column of the hurricane reporting spreadsheet, is this intended to be the TOTAL number of <u>paid</u> hours deemed complete by school?

Yes

For the "# Days Deemed Complete" column, is this basically the number of days?

If your instructional day is for example, 6.5 hours and your school deemed 2 full instructional days as completed, you need only report 2 as the number of days deemed completed and 0 hours. If for example of the 2 days deemed completed but only 3 hrs. of one of the days was deemed completed, you would report 1 day deemed completed and 3 hours deemed completed.

I noticed that on the spreadsheet there is not a line for central office, maintenance and transportation.   Do we include those departments or are you only looking at the schools?

Include the central office, maintenance and transportation in the comment section of the spreadsheet.

When I pulled up the worksheet our schools' data does not match the spreadsheet. The spreadsheet will not allow me to change or remove the data. How do I make the necessary changes?

Update the days missed and the days made up under the adjustment tab. If there is any additional information that needs to be added, please put it in the comment section.

In checking the spreadsheet for the days off and days needing to be made up I have some questions on where the information is coming from. The schools below have the correct number of days missed reported but the number of days that need to be made up and the makeup dates are incorrect. Can you please tell me where that information is coming from?

The data listed in the spreadsheet was pulled from each LEA's instance of PowerSchool.

Are the central office employee compensation figures to be included on the spreadsheet?

Yes, add any additional information in the comments section.

Concerning the days made up, are you referring to students or staff?

Concerning the days made up, the bill is referring to student instructional days.

Are we supposed to report compensation for Central Office, Maintenance, and Transportation employees?

Yes, list the information in the comments section.

Does School Nutrition Compensation and **Other Employee compensation** include benefit costs?

Salary only, no benefits.