



PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | Catherine Truitt, *Superintendent of Public Instruction*

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TO LEA Superintendents
Charter School Directors

FROM Catherine Edmonds *CE*
Deputy Superintendent, Office of Educational Equity

Tammy L. Howard *TH*
Director, Division of Accountability Services

ADHERENCE TO THE 10/20 DAY RULE

Per 16 N.C. Admin Code 06D. 0309, “Public school students may drop a course with a required EOC assessment within the first 10 days of enrollment in a semester block schedule or within the first 20 days of enrollment in a yearlong traditional 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 **Student is withdrawn from a course to enroll in a higher-level course.** Occasionally, a student may be better served to withdraw from an EOC course and enroll in a higher-level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 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 Students must not be withdrawn from an EOC course and enrolled in a higher-level course within the last six weeks of the course.
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 public school unit test coordinator, teacher, and parent or guardian whether withdrawal from the course is necessary. If it is determined the student should be withdrawn from the course (after the 10/20 days), the school must request approval from the Director of Accountability Services using the *Process for Notification of Withdrawals after the 10/20 Days*. Schools should work with the Regional Accountability Coordinator (RAC) if there are questions about student eligibility or a specific situation not listed.

DIVISION OF ACCOUNTABILITY SERVICES

6307 Mail Service Center, Raleigh, North Carolina 27699-6307 | (984) 236-2710

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Process for Notification of Withdrawals after 10/20 Days

10/20 Day Withdrawal Requests are submitted through NC Education's NCTest Admin. Public school unit test coordinators select "10/20 Day Withdrawal Request" from the right main menu and dropdown link. Complete the "Submit Request" tab. Please ensure supporting documentation (outlined below) is attached to the request before selecting the "submit" button at the bottom of the request form.

Supporting Documentation

For all withdrawal requests, enrollment documentation is required (PowerSchool enrollment report and historical transcript). Some requests may need additional documentation for review (e.g., evidence of prior credit for a course [transcript, student score report], medical documentation, letter or notes from the homebound teacher, etc.).

Once a decision has been made, a response email will be generated through the online system for each request. This email will be addressed to the public school unit test coordinator and copied to the RAC.

- If the request is approved, the school must notify the parent or guardian and the student 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 and attends the new class.
- All documents pertaining to course withdrawals after the 10/20 days must be kept on file by the public school unit.
- If a request is denied, the student will remain in the original course code and will be included in school accountability.

10/20 Day Student Unapproved Removal from a Course with an EOC

Effective with the 2021–22 school year, students who are removed from a course with a corresponding EOC requirement after the 10th day of the semester, or the 20th day of a year-long course, without the Division of Accountability Services approval will count against participation rates as not tested. Requests for approval are submitted through the 10/20 Day Withdrawal Request process in NC Education. Adding students to participation rates as a violation of the 10/20 day rule was intended to be implemented in the 2019–20 school year but was delayed until the 2021–22 school year due to the COVID-19 pandemic.

Please share this information locally. If you have any questions regarding this memo, contact your RAC.

CE:TLH:whw

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Regional Accountability Coordinators
Public School Unit Test Coordinators