



# PUBLIC SCHOOLS OF NORTH CAROLINA

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

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## Procedures for the Transfer of Local Payments to Charter Schools

This document was developed in collaboration with representatives from charter schools and local education agencies (LEAs), and provides the procedures to transfer local payments from LEAs to charter schools, per Session Law 2021-79 and General Statute 115C-218.105.

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### Legislation Session Law 2021-79 Section 1 (c2) rewrites GS115C-218.105

(c2) The Superintendent of Public Instruction shall, in consultation with charter schools and local school administrative units, create a standardized enrollment verification and transfer request document that each charter school shall use to request the per pupil share of the local current expense fund from the local school administrative units. Charter schools shall only be required to list the name, age, grade, address, date of charter enrollment, date of charter withdrawal, district of residence, and student identification number of each student as provided to the charter school by the student's parent or guardian in the enrollment verification and transfer request document that the charter school submits to the local school administrative units. A charter school, in its discretion, may take further steps to confirm the student's residence in a particular local school administrative unit.

### Procedures

Powerschool (PS) is the authoritative source for student information, and charter schools shall use PS to request local payment transfer from LEAs.

The charter schools shall submit the following fields for each student it is requesting local payment-  
“the Report”

- Student id
- Last Name
- First Name
- Grade
- Street/apt#
- City
- Zip
- LEA of residence
- Date of Enrollment
- Date of Withdrawal



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An additional item may be provided to facilitate the calculation of “Student Days” in section (c3) – The number of membership days per student the instructional month. This follows the State policy on membership ie. does not include students who have a schedule for less than half the instructional day and does not include visiting students (defined by admission status) or students in violation.

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## Legislation Session Law 2021-79 Section 1 (c3)

(c3) The Superintendent of Public Instruction shall, in consultation with charter schools and local school administrative units, create a standardized procedure that local school administrative units shall use when transferring the per pupil share of the local current expense fund to charter schools. The standardized procedure for transfer of the per pupil share of the local current expense fund shall require, to the extent practicable, that the local school administrative units make the transfers by electronic transfer.

### Procedures

**Point of Contact:** Each LEA and charter school shall designate a point of contact for charter school transfers.

**Transfer Schedule:** Each charter school shall submit to the LEA point of contact the PMR interval for each of the 9 months.

**Data source:** All charter schools shall provide the local education agency (LEA) with The Report as outlined in Section 1(c2), listing only the students residing in that LEA.

**Frequency:** The charter school shall submit the Report within 10 days of the monthly PMR submission to DPI. Payment shall only be made based on the data in this Report.

**Method:** The charter school shall submit The Report to the LEA point of contact via a secure electronic method. It is the responsibility of the charter school to ensure they protect the data.

**Student Days:** The LEAs shall transfer payment for each student based on the number of days in membership/number of days in the instructional month rounded to 0.5, 1.

**\$ Per pupil:** The LEA shall calculate the per pupil share of the local current expense and provide the information required per GS115C-218.105(d), on a monthly basis.

**Payment Calc.** The LEA shall calculate the amount due to the charter school based on the “Student Days” and the \$ per pupil.



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**Method of payment:** LEAs shall submit payment electronically. Charter schools that currently do not receive their funds electronically, including new charter schools, shall submit the required bank information to the LEA(s) no later than August 15<sup>th</sup>. Any fees that may be charged from financial institutions may be deducted from the payment.

**Payment** Shall be made in accordance with GS115C-218.105(c)  
The LEA shall transfer to the charter school within 30 days of the later of :

- (i) the receipt of monies into the local current expense fund. or
- (ii) the receipt of The Report from the charter school.

**Supplemental information:** Per GS115C-218.105 (d)

The LEA shall also provide each charter school to which it transfers a per pupil share of its local current expense fund with all of the following information within the 30-day time period provided in “Payment” above. This information shall be sent via email to the charter school point of contact:

- (1) The total amount of monies the local school administrative unit has in each of the funds listed in G.S. 115C-426(c).
- (2) The student membership numbers used to calculate the per pupil share of the local current expense fund.
- (3) How the per pupil share of the local current expense fund was calculated.
- (4) Any additional records requested by a charter school from the local school administrative unit in order for the charter school to audit and verify the calculation and transfer of the per pupil share of the local current expense fund.

**Adjustments:**

GS 115C-218.105(c) If the local school administrative unit receives additional monies into the local current expense fund following the initial transfer to the charter school, the local school administrative unit shall transfer the per pupil share of those additional monies to the charter school within 30 days of receipt of those monies.

In the event that a correction needs to be made, the LEA may make a correction to the Report and send a notification to the charter school contact with a description of the correction.

These procedures are subject to change based on evaluation.