

### ***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 test 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 test and shall participate in the appropriate EOC test at the completion of the course."

Exceptions to the 10/20 day rule are allowed when it is in the best interest of the student to be removed from a course requiring an EOC test. These cases should be evaluated individually, and consideration should be given to ensure the accountability of the school is not compromised. Some examples of acceptable individual student withdrawals after the first 10/20 days of enrollment include the following:

- *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 first 10/20 days to inform a proper placement decision, the school has the latitude to withdraw the student from the EOC course and place the student in the appropriate course.
- *Student is withdrawn from a course to enroll in a higher-level course.* Occasionally, a student may be better served to withdraw from an EOC course and enroll in a higher-level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 Students must not be withdrawn from an EOC course and enrolled in a higher-level course within the last six weeks of the course.
- *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 In such instances, it may be in the student's best interest to be withdrawn from a course.

The principal of the school should review each case individually and decide in consultation with the PSU test coordinator, teacher, and parent or legal guardian whether withdrawal from the course is necessary. If it is determined the student should be withdrawn from the course (after the first 10/20 days), the school must submit documentation and request approval from the Senior Director of the

Office of Accountability and Testing using the *Process for Notification of Withdrawals after the 10/20 Days* in NC Education. Schools should consult with the regional accountability office if there are questions about student eligibility or a specific situation not listed.

- *Process for Notification of Withdrawals after 10/20 Days.* 10/20 Day Withdrawal Requests are submitted through NC Education's NCTest Admin. PSU 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).

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 PSU test coordinator and copied to the regional accountability coordinator.

- If the request is approved, the school must notify the parent or legal 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 first 10/20 days must be kept on file by the PSU.
- If a request is denied, the student's original course code will be included in the school's accountability. 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 Office of Accountability and Testing's approval, will count against participation rates as not tested.

Requests should be submitted as soon as the school is aware of the need, rather than waiting until the end of the year to submit requests when reviewing school data.