

NCDPI Office of Charter Schools

6303 Mail Service Center, Raleigh NC 27699-6303

Website: <http://www.dpi.state.nc.us/charterschools>

Telephone: 919-807-3491

Please share these updates with appropriate staff at your school.

NCDPI Office of Charter Schools Updates

Updating EDDIE– November 20, 2015 Deadline!!

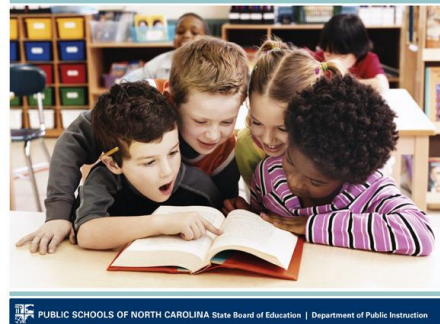
EDDIE is the authoritative source for NC public school numbers and demographic information, and is used by multiple systems including; Accountability, PowerSchool, NC School Report Cards, and used to meet federal reporting requirements.

Last year we collected board member information using a word document and when changes were made the form had to be resubmitted. In order to improve our data collection regarding board membership, all charter schools must add the current Board Chair and Board Vice Chair to the EDDIE system. Maintaining the board membership for the Board Chair and Vice Chair will ensure information is current to help NCDPI communicate with current school administrators and board members. If there are changes to Board Chair, Board Vice Chair, or any other school demographic information, charter directors must ensure this information is updated.

Steps to complete updating Board Chair and Vice Chair information is outlined below and should be completed by **November 20, 2015**.

1. Go to EDDIE - <http://apps.schools.nc.gov/eddie>

Office of Charter Schools



Upcoming Events

November 4 – 5, 2015

*State Board of Education
Meeting*

November 16 – 17, 2015

*Charter Schools Advisory
Board Meeting*

2. School's EDDIE user logs into the system - Subscribed User List is posted at <http://www.ncpublicschools.org/fbs/accounting/eddie/>
3. Look at Selection Options on the Welcome - Main Menu page
4. Change selection button to Charter/Regional Name
5. Select your school in the dropdown, and click GO
6. On School Information screen, midway down and to the right, click "Edit School Staff"
7. On School Staff screen, click "Create A New Staff Record"
8. From Staff Title dropdown, select "Board Chair" or "Board Vice Chair"
9. Complete information and click "Save/Create This Staff Record"
10. Repeat as needed to enter more title information.
11. To edit previously entered information, look at the Staff Title row to be updated and click on the blue text that says Edit in that row.
12. Only current school year data can be updated.

Charter schools are responsible for ensuring data are complete, accurate, and current. Please check EDDIE to ensure the school's address, telephone number, fax number, contact email, and website information is current. EDDIE is located at: <http://apps.schools.nc.gov/eddie>.

Planning Year Session Registration – now open to all charter schools!

Board members from charter schools that are opening in 2016 are required to attend five face-to-face planning year sessions from September to January. The school leader and some of the board members are also required to attend the New Charter School Leaders Institute in June.

In order to provide opportunities for new school leaders at existing charter schools to benefit from this same training, the Office of Charter Schools is now opening up these sessions to all charter schools. If you have a new school leader and/or a new board member interested in attending any of the sessions, he or she must register to attend.

The next Planning Year session is scheduled for Tuesday, November 17th. The topic is Charter School Accountability & Operations. Registration for this session ends on Sunday, November 8th.

Please register using this link - [Planning Year Registration Link](#)

Please direct questions to Kebbler Williams at kebbler.williams@dpi.nc.gov.

Help us Improve the Office of Charter Schools Website!

The Office of Charter Schools needs your feedback about how we can improve our website. Please take a few minutes to respond to the brief four-question survey at the link below.

Survey - [Improving the NCDPI OCS Website Survey](#)

The survey will be open from October 29 - November 5. Thank you in advance for your thoughtful feedback!

Other NCDPI Updates

New Names for State Board of Education Committees

The North Carolina State Board of Education has recently renamed its committees. The committee names are provided below for your reference; the committee that makes recommendations to the full State Board regarding charter schools is bolded.

Formerly TCS is now *Business Operations*

Formerly LFI is now *Education Innovation and Charter Schools*

Formerly TCP is now *Educator Standards and Practices*

Same is now *Healthy Responsible Students*

Formerly GCS is now *Student Learning and Achievement*

NCDPI Finance Officers' Newsletter

Attachment: [Finance Newsletter](#)

NCDPI Web Highlights

[NCDPI Publications Sales Bulletin](#)

[Superintendents' Weekly Message](#)

Title III (ESL) Headcount Update – October 30, 2015 Deadline!!

Please see the attached for guidance for completing the Title III (ESL) October 1 Headcount. We are aware that many charters do not have students showing on the "counts" tab in PowerSchool and may not have a submit button. This is addressed in the attachments.

Thank you for your patience as we work through our first full year with PowerSchool.

Attachment: [Headcount Procedures Document](#)

[Headcount Procedures for Charters](#)

Important Reminders for RP Reporting and SAR Collection – October 30, 2015 Deadline!!

The Retention/Promotion report deadline is tomorrow, October 30. Please make sure your school(s) have run the RP state report and all fatal exceptions are resolved. If you have outstanding tickets that are not resolved, please check on the status of the ticket.

SAR Collection

There will be a SAR webinar on Tuesday, November 3 at 1 p.m. to explain in detail the new Class Size report and identify what is being reported. Time will also be allotted for questions and answers to assist schools with completing their SAR for the current school year.

For those interested in attending, please register at the following link for the SAR webinar: [SAR Registration Link](#).

The data in the Class Size report (within the SAR Data Collection) will be used for the official class size reporting for the 2015-16 school year.

Changes will be going into PowerSchool this weekend to address known issues with the Class Size report:

- When a teacher replaces an existing teacher after the start of the course, the “Num of Lead Tchrs in Team” column will reflect all staff members who were ever attached to that section and the “Tot num Lead Tchrs for Cls” column will reflect the correct number of lead teachers.
- If there are more than one lead teacher, the “Tot num Lead Tchrs for Cls” column reflects the correct number of lead teachers.
- The School number is 3-digits (currently displayed as 4-digits) .
- Co-Teachers will no longer show as a lead teacher on the report. They will be counted in the “Num of Lead Tchrs in Team” column but are not listed separately as they were before; nor are they included in the “Tot num Lead Tchrs for Cls” column.

Once the updates are made this weekend, all schools are requested to re-run the SAR to see update Class Size data.

EC data from 3rd party vendors and CECAS is still being worked on at the NCDPI level. We will keep schools updated on the progress of getting that important data in PowerSchool for SAR reporting needs.

If you have questions, please contact Sandra Johnson at sandra.johnson@dpi.nc.gov or put in a Remedy ticket for data issues.

Report Column Title	Description:
LEA:	LEA Number (3 Digits)
SCH:	School Number (3 Digits)
Course Number:	Course Number of course being evaluated
Section:	Section Number from Sections table
Term:	Term of class from section
Exprsn:	Expression of class from section
Num of Lead Tchrs in Team:	Column removed
UID:	UID of associated staff member
Lead Tchr Indicator:	Code from Lead teacher/Additional staff matching TE, TE2, TE3 or TE4
Student State Grade Code:	Grade level of students in class for that row of report
Num Studnts for Grd:	count of students in corresponding grade from previous column
Num EC Stndts for Grd:	EC student count from grade level two columns previous
Grd Range for Cls:	Range of grades represented by lowest and highest
Tot Num Stdnts in Cls:	sum of students from all grade levels enrolled in section.
EC Cls?:	>80% EC students assigned to section
Grade Category for Cls:	Grade range with highest number of students in class

Tot Num Lead Tchrs for Cls	Sum of teachers assigned lead teacher to TE2-4 roles in section
Course Num Used for Cls Sz Calc:	Course number from courses table linked to section

NCDPI Exceptional Children's Updates

65th Conference on Exceptional Children – Registration Closing November 2!!

Only one week left to register for the 65th Conference on Exceptional Children! The registration deadline is November 2. Participants registered online by November 2 will be accepted. Some pre-conference Institutes are already full. Registration and additional information is located at: <http://ec.ncpublicschools.gov/conferences-profdev/annual-conference>.

THERE IS NO ONSITE REGISTRATION. All participants must be pre-registered.