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

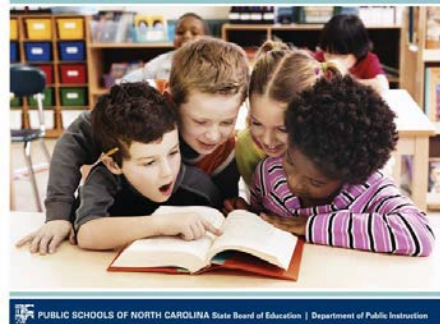**Updating Board Information In EDDIE– Deadline Extended!!**

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 schools made changes, they had to resubmit the form. In order to streamline our collection of board membership data, all charter schools now will enter/update the current Board Chair and Board Vice Chair in the EDDIE system. Keeping the Board Chair and Vice Chair information current will help NCDPI communicate effectively with current school administrators and board members. If your school has changes to Board Chair, Board Vice Chair, or any other school demographic information, please be sure to update this information in EDDIE!

Please update your Board Chair and Vice Chair *by November 30, 2015.* Step-by-step instructions for completing this update are as follows:

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

Upcoming Events

December 2 - 3, 2015

State Board of Education Meeting

December 7 - 8, 2015

Charter Schools Advisory Board Meeting

Important Announcement

Happy Thanksgiving!!!

2. Log into EDDIE (note: only approved users may log 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 (note: only current school year data can be updated).

Charter schools are responsible for ensuring all their data in EDDIE are complete, accurate, and current. Please also check EDDIE (http://apps.schools.nc.gov/eddie) to ensure that your school's address, telephone number, fax number, contact email, and website information are current.

Charter School Civil and Liability Annual Compliance – December 4, 2015 Deadline!!

NC General Statute 115C-218.20 requires charter schools to hold current, active civil and liability insurance with at least the coverage stated in the Charter Agreement. The Office of Charter Schools asks each school to submit annual proof of insurance. If you have not already complied with this request, please submit your insurance binder to Kristin Jones via email at Kristin.jones@dpi.nc.gov no later than 4:30 p.m. on Friday, December 4, 2015.

Other NCDPI Updates

NCDPI Finance Officers' Newsletter

Attachments: Finance Officers' Newsletter

2015 Unemployment Year-End Instructions

New Finance & Business Web Items

100% Employee Worksheet

120% Employee Worksheet

Communication SBE Approval Request 2017

NCDPI Web Highlights

[Superintendents' Weekly Message](#)

[November 2015 - NC Public Schools Partners Newsletter](#)

[Activities of the State Board of Education](#)

[Teachers' Biweekly Message](#)

[November 20, 2015 NCDPI Web Highlights](#)

NCDPI Middle School Math Summit for Charter Schools – Please help us plan for your needs!

NCDPI is planning a Middle School Math Summit for Charter Schools and would like to better understand your level of interest and areas of greatest need. To assist us in our planning, please complete the brief survey at the link below by **December 4, 2015**:

[Math Summit: Middle Grades Brief Survey](#)

Charter School Flexibility in PowerSchool

Numerous charter schools have inquired about the flexibility they have in PowerSchool regarding the following:

- 10-point grading scale
- Alternate transcripts
- Renaming courses to reflect what the charter curriculum teaches

The attached document from NCDPI's PowerSchool team outlines the flexibility charter schools have in PowerSchool related to these topics.

Attachment: [Charter School PowerSchool Flexibility](#)

Accessing Analysis of Student Work (ASW) Results

Please see the attached documents regarding the release of ASW results for teachers.   Please contact educatoreffectiveness@dpi.nc.gov if you have any questions.

Attachments: [Administrator Directions for Accessing ASW Results](#)
[Teacher Directions for Accessing ASW Results](#)
[ASW Frequently Asked Questions](#)

Projected ADM & Requests for Enrollment/Grade Expansion for 2016-17 – *Due November 30!!*

The Charter School ADM System (CSADM) is now open for all charter schools to enter enrollment projections and/or enrollment and grade expansion requests for the 2016-17 school year.

Please use your NCID to access the CSADM, and direct any questions about NCID to your NCID Administrator: www.ncid.its.state.nc.us/LEAListing.asp. If you have questions about the CSADM, please contact Angela Harrison, 919.807.3734 or angela.harrison@dpi.nc.gov.

Attachments: How to Subscribe to the CSADM Projection System
(pdf, 231kb)   POSTED 11/25/14

Access the CSADM Projection System

Enrollment and/or Grade Expansion Memo

PowerSchool Homeless Data Collection Pages Now Open

All public schools in North Carolina are required to provide McKinney-Vento Data. Information about McKinney-Vento can be found on the North Carolina Homeless Education Program webpage at **http://www.serve.org/hepnc**. All schools must report data on homeless students even if none are enrolled at the school. Please see more specific information regarding this process outlined below:

* A pre-recorded online training presentation has been posted to the **NCHEP Data Collection web page** for viewing by districts and charter schools.

* A PDF version of the PowerPoint has been posted on this page as well and can be downloaded for reference.

* After viewing the presentation and exploring the McKinney-Vento data collection pages in PowerSchool, submit any questions you may have electronically to Patricia Lentz. This will enable us to include new issues in the FAQ section of the NCHEP Data Collection web page.

* The FAQ section of the NCHEP Data Collection web page will be updated regularly to clarify data collection processes and to reflect any changes in the handling of the 2015-2016 SY data collection.

SS200 Full Time Personnel Report –Deadline Extended!!

Both LEAs and Charter Schools must complete this report!

The SS200 Online Report is due by **Monday, December 7, 2015.** The link to the SS200 online application is located at the NCDPI Financial and Business Services website under "What's New": www.ncpublicschools.org/fbs.

The SS200 Full-Time Personnel Report is an online system that collects race/ethnicity, gender and fund source of full-time personnel employed as of October 1 - October 31, for the current school year (2015 – 2016). You may reference your Human Resource Management (HRMS) SS-200 Full-Time Personnel Report to assist in completing this report. The report has historically been captured as of October 1, however LEAs have expressed concern about this date due to the recent passing of the state budget. In response to this concern, for this year's collection you are allowed a range to collect the data and you may report based on any day during October.

The information will be entered online and the individual submitting the report will need a North Carolina Identity Management identification (NCID) login. If you (or your staff) need an NCID, you must contact your LEA NCID administrator to set up an account for you. A directory of the LEA NCID administrators is available at: www.ncid.its.state.nc.us/LEAListing.asp. NCDPI cannot assign an NCID or reset NCID passwords.

If you are not responsible for submitting this report, please share this information with other staff in your LEA or charter school who may be involved with data collection and reporting for the SS200. Please Contact Angela Harrison, 919.807.3734 or angela.harrison@dpi.nc.gov with questions or concerns.

NCDPI 2016 Collaborative Conference for Student Achievement (CCSA)

The 2016 Collaborative Conference for Student Achievement is calling for session proposals before the December 10, 2015. Please visit the following link to register your proposal: http://www.ncpublicschools.org/ccsa/proposals/ for a chance to showcase your school's best practices, innovative ideas, and other successful strategies.

If you choose not to present, please register for the 2016 Collaborative Conference for Student Achievement at http://www.ncpublicschools.org/ccsa/. More information about registration will be provided in future newsletters.

Attachment: CCSA Save the Date - March 21 - 23, 2016

Career and Technical Education (CTE) Assessment Shipping Materials Date for Charter Schools

For Charter School CTE Instructional Management Coordinators:

CTE Post-Assessments

CTE post-assessments are almost upon us (fall semester). If you have not been able to attend November's IMC User Group meeting in your region, please make sure you are paying close attention to the various documents and Moodle posts.

CTE State Assessments Policy and Procedures Handbook

The handbook has been posted to the IMC PLC Moodle site (under the Accountability section) at https://center.ncsu.edu/nccte-moodle/course/view.php?id=27.

CTE NCTest Functionality and Directions

More in-depth directions about functionality of the NCTest and NCCTE Admin systems have been posted to the CTE State Assessment site at https://center.ncsu.edu/nccte-moodle/course/view.php?id=2 (CTE State Assessment Moodle site).

CTE State Assessment Program Training

Starting in the fall of 2015, the state is providing consistent training using Moodle, based on a 80/20 formation (80% online training/20% face-to-face). The site can be located at https://center.ncsu.edu/nccte-moodle/course/view.php?id=78 (CTE SAP Training BLC/CA).

NCTest Test Windows

Make sure your dates are entered in the **NCCTE Admin** site ASAP.   This should be done regardless of whether you are testing online or paper-pencil, as your testing materials will be shipped based upon the administration dates you enter in the system. The site can be located at https://center.ncsu.edu/nccte.

If you have any questions, please call or email Stephen Kelley at 919-807-3880 or stephen.kelley@dpi.nc.gov

NCDPI Exceptional Children's Division (EC) Updates

Dyslexia Guidance Documents

Please see the attached guidance regarding the evaluation, identification and instruction of students with dyslexia.

Attachments: Dyslexia Memo

Dyslexia Topic Brief

Other News

National Science Foundation: Call for Entries – Generation Nano Challenge

Those charters who have high school students and are interested in promoting STEM and nanotechnology have an opportunity to submit entries to the National Science Foundation (NSF) for the Generation Nano Challenge. Entries are due late November through February 2, 2016. Entries should be submitted to nsf.gov/GeoNano.