

## MEMORANDUM

Date: May 8, 2024  
To: EDDIE Subscribed Users  
From: Shannon Miller, EDDIE Administrator, Division of School Business, NCDPI  
RE: EDDIE Transition to 2024-25 (Fiscal Year End Close)

The following information applies to all public school units in NC, including charter schools, regional and lab schools, state agency operated schools, and federal schools. It is required as part of the Uniform Education Reporting System per [115C-12\(18\)](#). Failure to comply can result in Financial Non-Compliance. Please share this memo with your SIS Coordinator, Accountability, Finance, HR staff, etc.

**Currently, EDDIE should contain only 2023-24 data. DO NOT enter data for 2024-25 until July 1<sup>st</sup>.** The exception is future or pending schools for 2024-25.

**EDDIE will close early the morning of Saturday, June 29<sup>th</sup> and will open Monday morning, July 1<sup>st</sup> for school year 2024-25.** After EDDIE closes on June 29<sup>th</sup>, DPI will archive the data as the official record for school year 2023-24. This record will not be revised and will be used for all future State & Federal reporting, including the [NC School Report Cards](#). If data is updated for 2024-25 before July 1<sup>st</sup>, your 2023-24 EDDIE data and the NC School Report Cards will be inaccurate.

### Now Through June 28<sup>th</sup>:

- Check that all 2023-24 data is current. Update data that is not accurate.
  - New schools opening next year should have already been entered in EDDIE. Their status will show as "Future" if approved, or "Pending" if not yet approved. If new schools opening this summer or fall are not in EDDIE, enter a "New School Add Request" in EDDIE ASAP with an opening date of 07/01/2024.
  - Closing schools - make sure that 07/01/2024 has been entered in the closing date field on that school's page. Closing schools are schools that won't re-open next year and the students are being re-assigned to other schools. If a school is moving to a new location or changing its name, it is not closing. School numbers are assigned to student populations, not buildings.
  - Approved Grade Levels can be updated any time your local board approves a future, upcoming change. PowerSchool (PS) uses this to allow scheduling for new grade levels.

### Starting July 1<sup>st</sup>:

- Verify all 2024-25 information is accurate for your LEA and/or school(s). Update as needed. Use the EDDIE checklist (next page) to help with your updates for 2024-25.
- **If you have a school changing grade levels, you must update the Current Grade Level in EDDIE between July 1<sup>st</sup> and the completion of PowerSchool's EOY process.** If the data is not updated in EDDIE to match PS, it will overwrite PS when they turn on the sync. PS plans to turn on their EDDIE sync the evening of July 7<sup>th</sup> - all changes should be made by 5 PM July 7. Contact PS for details.

### General Info:

- EDDIE is used year-round by the public, state legislators, local governments, the federal government, universities, researchers, realtors, journalists, and multiple systems at DPI. It is your responsibility to ensure that EDDIE is kept up to date throughout the year.
- PowerSchool (PS) pulls data (school names, grade levels, addresses, etc.) from EDDIE. If you have PS questions, contact your PowerSchool or SIS Coordinator.

Help documents are posted at [EDDIE | NC DPI](#), or send your questions to [eddie@dpi.nc.gov](mailto:eddie@dpi.nc.gov).

## EDDIE Checklist for 2024-25

### Verify and update beginning July 1<sup>st</sup>:

- Every school should have two names in EDDIE; the Official Name (full name as approved by local board) and a School Name (short version, commonly used.) Example:
  - *John and Jane Doe Magnet Elementary School of Technology and Global Awareness* is the Official Name in EDDIE. *Doe Elementary* is the School Name in EDDIE.
- Schools that closed in 2023-24 are in EDDIE with a status of "Closed" and dated 07/01/2024
- Schools opening Summer/Fall 2024 are in EDDIE with a status of "New"
- Schools that opened in 2023-24 have changed status from "New" to "Open"
- Current Grade Levels for every school must be accurate:
  - Charters and new schools often add a grade each year, double-check this
  - Grade Level XG is very specific. Not all schools should include XG.
  - Including PK is optional, unless the PK program receives state and/or federal funds
- Approved Grade Levels (Charters approved by SBE. LEA schools approved by local board \*)
  - \* Note: All Grade 13, CIHS & ECHS grade levels must be approved by the SBE.
- School Type (Regular, Alternative, Exceptional Children, Career Tech.) for every school
- Virtual Status (Suppvirtual & Notvirtual may be changed. Fullvirtual & Facevirtual are updated by DPI.)
- Program Type (Magnet & Hospital may be changed. CIHS & ECHS are updated by DPI.)
- Calendar Type (Traditional, Year Round, etc.)
- Schedule Type (Semester, Block, Quarterly – these are locally defined types)
- Accreditation Status (Should be SACS or blank – except high schools approved by SBE)
- Addresses (Note - enter a mailing address only if it is different from the street address. If a mailing address is listed, contact the school to verify it is still being used.)
- Phone & Fax numbers
- URL: Web address for LEAs & schools - must include http:// - click link to verify it works
- UEI (fka SAM) Information (recently added for all LEAs, and IPSs)
- Staff information (if unavailable, enter Vacant in first name field):
  - Interim indicator was recently added to EDDIE
  - Principal/Director name (displayed on school page, update on school staff page)
  - Superintendent name (LEAs only, displayed on LEA page, update on LEA staff page)
  - Selected central office staff
  - Board Chair and Vice Chair for all LEAs and IPSs (recently added for LEAs)
  - Email addresses (for all staff in EDDIE)

### Tips:

- Click on the blue field names in EDDIE for descriptions, examples, etc.
- Have more than one EDDIE subscribed user for your LEA or Charter School and share the work.
- LEAs - Use the reports on your LEA page or the Create Custom Reports (on Main Menu page) to get overviews of your data. Filter custom reports by your LEA name or number, download the spreadsheets to your computer.

If you have questions, please check the FAQs, Terms, Staff Entries, and other documents posted at [EDDIE | NC DPI](#). Send questions to [eddie@dpi.nc.gov](mailto:eddie@dpi.nc.gov).