MEMORANDUM

Date: May 12, 2025
To: EDDIE Subscribed Users
From: Shannon Miller, EDDIE Administrator, Division of School Business, NCDPI
RE: EDDIE Transition to 2025-26 (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 2024-25 data. DO NOT enter data for 2025-26 until July 1st. The exception is future or pending schools for 2025-26.

EDDIE will close after 5 pm the evening of Monday, June 30th and will open Tuesday morning, July 1st for school year 2025-26. After EDDIE closes on June 30th, DPI will archive the data as the official record for school year 2024-25. 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 2025-26 before July 1st, your 2024-25 EDDIE data and the NC School Report Cards will be inaccurate.

Now Through June 30th:

- Check that all 2024-25 data is current. Update data that is not accurate.

  o 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 07/01/2025.

  o Closing schools - make sure that 07/01/2025 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.

  o Approved Grade Levels can be updated any time your local board approves a future, upcoming change. Infinite Campus (IC) uses this to allow scheduling and enrollment for new grade levels.
- **COMING SOON:** We will be adding several **new staff titles** by the end of May. We will be sending out more information in the coming weeks.

Starting July 1st:

- Verify all 2025-26 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 2025-26.

- **If you have a school changing grade levels, you must update the Current Grade Level in EDDIE between July 1st and the completion of the SIS EOY process.** If the data is not updated in EDDIE to match IC, it will overwrite IC when they turn on the sync. IC plans to turn on their EDDIE sync the evening of July 7th - all changes should be made by 5 PM July 7. Submit a ServiceNow ticket to NCDPI for assistance.

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.

- Infinite Campus (IC) pulls data (school names, grade levels, addresses, etc.) from EDDIE. If you have IC questions, contact your PSU's SIS Coordinator.

Help documents are posted at EDDIE | NC DPI, or send your questions to eddie@dpi.nc.gov.

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EDDIE Checklist for 2025-26

Verify and update beginning July 1st:

- Note: If your charter has an existing or future **remote charter academy** (school number 310), the following fields should be completed for both it and your brick-and-mortar campus (school number 000)

- 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 2024-25 are in EDDIE with a status of "Closed" and dated 07/01/2025

- Schools opening Summer/Fall 2025 are in EDDIE with a status of "New"

- Schools that opened in 2024-25 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 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)

- 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 (aka SAM) Information

Tips:

- Click on the question mark icons 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.