

MEMORANDUM

Date: May 7, 2026
To: EDDIE Subscribed Users
From: Shannon Miller, EDDIE Administrator, Division of School Business, NCDPI
RE: EDDIE Transition to 2026-27 (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 2025-26 data. DO NOT enter data for 2026-27 until July 1st. The exception is approved grade levels for existing schools, or data for future or pending schools for 2026-27.

EDDIE will close after 5 pm the evening of Tuesday, June 30th and will open Wednesday morning, July 1st for school year 2026-27. After EDDIE closes on June 30th, DPI will archive the data as the official record for school year 2025-26. 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 2026-27 before July 1st, your 2025-26 EDDIE data and the NC School Report Cards will be inaccurate.

Now Through June 30th:

- Check that all 2025-26 data is current. Update data that is not accurate.
 - Primary, Secondary, and Vendor Datafile contacts, as well as LEA Finance Officers and Charter School Directors, should have cell and office numbers (including extensions) in their staff directory. Cell phone numbers will not be made public and will only be visible to DPI. Having a cell number on file is especially important if urgent contact is needed during the financial close out period.
 - EDDIE Administrators – view the [Subscribed Users Report](#) and filter by your PSU to see your current EDDIE administrators. Contact EDDIE@dpi.nc.gov if any users should be added or removed.
 - 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 07/01/2026.
 - Closing schools - make sure that 07/01/2026 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. Infinite Campus (IC) uses this to allow scheduling and enrollment for new grade levels. Current Grade Levels should not be updated for the upcoming year until July 1.
 - Note that grade level fields are locked for charters due to the required approvals from the Office of Charter Schools. Reach out to EDDIE@dpi.nc.gov to have the approved grades updated.
 - Review the Missing Fields and Staff reports located on the Admin menu. If you are missing any staff titles that apply to your PSU, be sure to add them to your PSU or school directory in EDDIE.

Starting July 1st:

- Verify all 2026-27 information is accurate for your LEA and/or school(s). Update as needed. Use the EDDIE checklist below to help with your updates for 2026-27.
- The EDDIE sync with the SIS will continue without interruption. If you need to make school changes for the 26-27 school year, you can start updating EDDIE on July 1. Keep in mind that the SIS will keep syncing updates from EDDIE, so if changes aren't made on July 1, information may be overwritten until updates are entered in EDDIE.

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.

EDDIE Checklist for 2026-27

Verify and update beginning July 1st:

- Charters should review and make any updates to both their PSU page and their school page. The PSU page will have the three character PSU number at the top of the page, while the school page will have the six digit school number.
 - 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 2025-26 are in EDDIE with a status of "Closed" and dated 07/01/2026
- Schools opening Summer/Fall 2026 are in EDDIE with a status of "New"
- Schools that opened in 2025-26 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 field for accuracy. Reach out to EDDIE@dpi.nc.gov to make any changes.
 - 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 CSRB. 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 addresses for LEAs & schools must include “http://”. Click the link to verify it works.
- Federal UEI (aka SAM) number and expiration information – note that this is required for federal fiscal compliance.

Tips:

- Click on the question mark icons next to each field in EDDIE for descriptions, examples, etc.
- Have more than one EDDIE subscribed user for your LEA or Charter School and share the work.
- Charters – Remember to check both your PSU Information page and your School Information page, as well as the staff assigned to each location.
- LEAs - Use the reports on your LEA page or the Create Custom Reports (under State Reports) 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.