

A Quick Guide to the SS-200 Full-Time Personnel Report

SY 2026-27

WHO All PSUs with enrollment	COUNT DATE October 1, 2026	SUBMISSION DUE October 30, 2026
--	--------------------------------------	---

Purpose of Collection

The SS-200 collects race/ethnicity, gender, and funding source information for full-time personnel employed at all PSUs (LEA, Regional and Charter Schools) as of October 1.

Before You Begin

Ensure System Access

The person completing the report must have an active NCID and an annual SS-200 subscription. Open the [SS-200 reporting system](#) to request access or sign in.

If an NCID is needed or has expired, contact your [LEA NCID administrator](#) or [IPS/Charter NCID administrator](#). DPI cannot create NCID accounts or reset passwords.

At a Glance

1 Ensure system access <i>Active NCID and annual subscription</i>	2 Prepare counts <i>Full-time personnel employed as of October 1</i>
3 Enter and save <i>SS200 Work in Progress tab</i>	4 Review <i>SS200 Verification before Submission tab</i>
5 Submit to DPI <i>SS200 Verification before Submission tab</i>	6 Confirm receipt <i>SS200 Submitted to DPI</i>

Who to Count

Include full-time employees only. A full-time employee fills a vacancy whose regular work week meets the hours established as full-time for that class of work and is at least 30 hours per week.

- Use personnel employed as of October 1, 2026.
- Use positive whole numbers only. Enter 0 when no employees belong in a category.
- If available, use your HRMS SS-200 Full-Time Personnel Report as a reference.

Enter and Balance the Report

SS200 Work in Progress Tab

- 1. Select your PSU.** Open the LEA/CS 2026-2027 tab, select your PSU, and choose SS200 Work in Progress.
- 2. Complete all 17 rows.** For each activity/assignment classification, enter the funding-source counts in Column A and the race/ethnicity and gender counts in Column B.
- 3. Save Changes.** Save before leaving the page. Unsaved entries will be lost.

The A = B Rule

Each row counts the same employees in two different ways (**Col A: funding source** and **Col B: gender/race/ethnicity**). **Column A and Column B must have the same total.** In the table below, the total in Column A (i.e.10) = the total in Column B. (i.e. 10) which is why the word “Equal” is shown in the first column.

A = B?	Classification	(A) Source of Fund				(B) Ethnicity and Gender			
		State	Federal	Local	Col A Total	(B)(1) Hispanic or Latino (Male & Female)	(B)(2) Non-Hispanic or Non-Latino Males	(B)(3) Non-Hispanic or Non-Latino Females	Col B Total
Equal	Principals	7	1	2	10	2	3	5	10

Note: Column A: State + Federal + Local must equal Column B: total race/ethnicity and gender

If a Row Does Not Balance

- Check for an employee counted more than once in Column B.
- Confirm that every employee counted in Column A is also counted once in Column B.
- Correct the row and select Save Changes. All 17 rows must show Equal before submission.

Classifications in the SS-200 **	
(1) Officials, Administrators, and Managers	(11) Consultants and Supervisors of Instruction
(2) Principals	(12) Other Professional Staff
(4) Assistant Principals	(13) Teacher Assistants
(5) Elementary Teachers	(14) Technicians
(6) Secondary Teachers	(15) Clerks/Secretaries
(7) Other Teachers	(16) Service Workers
(8) School Counselors	(17) Skilled Workers/Craftsmen/women
(9) Psychology Personnel	(18) Laborers
(10) Media Coordinators and Audio-Visual Staff	** There is no Classification (3), but the numbering remains intact for historical purposes.

Review Submit and Confirm

SS200 Verification before Submission Tab

- 4. Review the saved report.** Check each activity/assignment row. To make a correction, return to SS200 Work in Progress, edit the entry, and select Save Changes.
- 5. Submit to DPI.** When all 17 rows show Equal, select Submit to DPI. The button will not appear until every row is balanced.

SS200 Submitted to DPI Tab

- 6. Confirm receipt.** Look for Report successfully submitted to DPI and the note showing the submitting user, date, and time.

Remember: Save Changes preserves the data, but it **does not** submit the report.

Frequently Asked Questions

Question	Answer
I submitted incorrect information. What should I do?	Before the deadline, correct the data in SS200 Work in Progress tab, save, review, and submit again. The new submission replaces the previous one.
How do I report an employee with more than one classification?	Report the employee once. Use the primary position - generally the assignment in which the employee works the most hours. If the assignments fall within the same SS-200 classification, use that classification.
How do I report an employee paid from more than one funding source?	Report the employee once under the source paying the largest share of salary. Do not split the employee across funding columns or enter decimals.
Why can't I submit?	Confirm that all 17 rows show "Equal" and that you saved the most recent changes.
How do I know the report was submitted?	Open SS200 Submitted to DPI tab and verify the successful-submission message and dated submission note.

Help and Access

[Open the SS-200 reporting system](#) | For questions please contact: David.Cauthorn@dpi.nc.gov