



PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | June St. Clair Atkinson, Ed.D., *State Superintendent*

WWW.NCPUBLICSCHOOLS.ORG

February 16, 2010

MEMORANDUM

To: LEA Superintendents
LEA Personnel Directors
LEA NC WISE Coordinators
Charter Schools

From: Karl Pond
Enterprise Data Manager
Policy and Strategic Planning

Re: **Guidance:** LEA/Charter data collection changes per new federally mandated Race/Ethnicity (R/E) reporting requirements

In response to a number of questions from LEAs and Charters, this memorandum seeks to further clarify several of the changes in data collection procedure required by the new Federal Race/Ethnicity (R/E) regulations.

Overall Clarification: Most questions and concerns have been about the Hispanic/Latino selection. All individuals must answer both questions. The first question requires an ethnicity selection, specifically, Hispanic/Latino or Non-Hispanic/Latino. Regardless of selection on the first question, an individual must also select one or more races for the second question.

NCDPI has created an R/E website to provide a reference for LEAs/Charters and to help them communicate information regarding the new regulations. The Frequently Asked Questions (FAQ) section on the website lists the federal definitions of the five races. In addition, there is a sample letter that can be used by LEAs and schools to communicate the changes to students, parents, and staff. The website can be viewed at the following URL: <http://www.ncpublicschools.org/data/management/>.

Update on Staff Collection:

HRMS LEAs: Much of our prior communication regarding R/E has been about changes as they relate to student identification. Staff must also re-identify based on the guidance set forth by USED. The HRMS system was modified in September 2009 to accommodate collection of the new codes. LEAs/Charters may record the new R/E data for their staff on the HRMS Employee Demographics forms. The personnel system vendors, working with the HRMS team, will also modify their systems to accept the new codes from HRMS. Additionally, the vendors will modify the file created for submission of staff to the UID system.

The HRMS team will continue to work with the vendors to ensure that they make the required changes in a timely fashion. Staff changes do not necessarily need to coincide with the student changes, but all staff systems must convert simultaneously. The date for conversion has yet to be determined. The HRMS team will be communicating with all HRMS LEAs to ensure the process is completed successfully.

Non-HRMS LEAs: I will be contacting the five remaining LEAs to discuss the changes and timelines for compliance. These conversations will begin the week of February 22.

Authoritative source: Staff - UID Extract File from LEA Personnel Systems

Update on Student Collection:

As previously communicated via the NC WISE newsletter, video conferences, phone calls and e-mails, we have been collecting the student collection spreadsheets since December 17, 2009 and will bulk upload them to NC WISE after the system is enhanced to reflect the new codes.

If all LEAs have made the appropriate changes, there will be a 3 month period to verify the data and prepare for 2010-11 compliance, beginning July 1, 2010. For the remainder of 2009-10, both formats will be collected, but the reports will continue to show the old format until they have been converted to reflect the new coding structure. All authoritative source data systems for R/E will be enhanced to collect the new codes prior to March 31, 2010. Once the enhancement is in place all new students will need to be collected using both methods until year-end.

The source data systems are:

- PK, Out Of School and Privates – CECAS, More At Four, MIS2000, LEP
- K-12 – NC WISE

The NCDPI NC WISE staff will be available to assist in the collection of spreadsheet data for the bulk upload process to a secured site. The validated worksheet data will be loaded the week of February 22nd.

Questions:

We recognize these new regulations will require each LEA/charter to adjust their business processes related to student and staff accounting. Again, to assist you in making these changes, we will provide further guidance both via the website and e-mail, and will be happy to answer whatever questions you might have. Please feel free to contact me at kpond@dpi.state.nc.us or (919) 807-3241. I will also be in attendance at the Accountability Conference and the NC WISE Symposium, and will be available to answer any questions you may have related to the R/E changes.

OFFICE OF THE STATE BOARD OF EDUCATION

William C. Harrison, Ed.D., *Chairman and Chief Executive Officer* | wharrison@dpi.state.nc.us
6302 Mail Service Center, Raleigh, North Carolina 27699-6302 | (919) 807-3430 | Fax (919) 807-3445
AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER