



PUBLIC SCHOOLS OF NORTH CAROLINA

STATE BOARD OF EDUCATION William C. Harrison, Ed.D., *Chairman and Chief Executive Officer*
DEPARTMENT OF PUBLIC INSTRUCTION June St. Clair Atkinson, Ed.D., *State Superintendent*
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July 21, 2009

MEMORANDUM

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

From: Bill Harrison *WCH*

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

As promised in our previous communication to you dated June 19, 2009, we offer the following guidance regarding the process for moving to conformity with the new Federal R/E data requirements:

1. DPI plans to upgrade NC WISE to a version that conforms with the new R/E codes by December 31, 2009.
2. DPI/ NC WISE will make available to LEAs/Charters by August 22, 2009, a worksheet with R/E data for the current student population by LEA and School. We will pre-populate this worksheet with the new R/E type for individuals currently identified as White, Black, and American Indian/Alaskan Native. LEAs/Charters will need to collect and enter the new choices for anyone currently identified as Hispanic/Latino, Multi, and Asian/Pacific Islander. More details concerning this process will be presented at the NC WISE Virtual Summer Academy, July 27, 2009.
3. In December 2009, DPI/NC WISE will collect the worksheet from each Charter/LEA (which should collect the worksheet from each of its schools) and then bulk upload the changes to the newly upgraded NC WISE. Centralizing this effort should minimize duplicate effort on the part of school and LEA staff, and limit opportunities for error.
4. In order to support your efforts to collect information needed for the R/E file, DPI will post additional, more detailed guidance after August 1, 2009, based on questions and suggestions from LEAs/Charters in response to the above plan.

Questions

We recognize this process will require each LEA/Charter to adjust their business processes related to student and staff accounting. We believe, however, that the plan described above will help minimize the additional work required to conform to the new regulations. As always, please forward whatever questions or concerns you might have to DPI Enterprise Data Manager, Karl Pond, at kpond@dpi.state.nc.us or (919) 807-3241. We appreciate your partnership and look forward to a smooth conversion.

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