

Contacted Business?	Submission	Type	Description	Source of Program Funding	Program Participation Required?	Law Citation	Submission Due Date	Frequency of Submission	Time in School Year	Detail Level	Completed By	Collection Method	Collection System	Link to Template	DPI Contact	DPI Contact eMail	DPI Section	DPI Division	DPI Area
	Accural Adjustment	Report	LEAs report accrual info for 11/12 month installments	State	Mandatory	NCGS 115C-47(21), 302(a) & 315(d)	June 30	Annually		LEA	Finance Officer	Electronic	Financial datafile		Gwen Tucker	Gwendolyn.Tucker@dpi.nc.gov	School Reporting	School Business	Operations
	Audit Determination and Resolution	Other	LEAs, charter schools and nongovernmental organizations receiving funds from or through DPI must provide written response and possibly provide supporting documentation regarding audit findings if requested.	Federal	Mandatory	2 CFR 200, Subpart F	180 days from receipt of audit	As requested.		LEA / Charters or nongovernmental organization (NGO)	Financer Officer, Board Chair (charter schools), Executive Director or Board Chair (NGO)	Electronic	eMail	N/A	Leigh Ann Kerr	Leighann.Kerr@dpi.nc.gov	Monitoring & Compliance	School Business	Operations
	Budget Flexibility reporting	Report	Description of transfer of funds between categories, including description o teacher positions funded from transfer	state	Mandatory	115C-105.25©	Dec 1	Annually		LEA	Finance Officer	Electronic	Manual spreadsheet	N/A	Alexis Schauss	alexis.schauss@dpi.nc.gov	School Business	School Business	Operations
	Calendar Waiver Request - LEA Wide	Report	Eligible LEAs submit waivers to adjust their school calendars.	State	Mandatory	NCGS 115C-84.2, (SB 187, 2012)	Sept 14	Annually		LEA	Central Office	Electronic or Paper	eMail or Fax or Mail		Gwen Tucker	Gwendolyn.Tucker@dpi.nc.gov	School Reporting	School Business	Operations
	Charter School Local Per Pupil	Report	LEAs report the calculation of the local per pupil appropriation provided to charters and the amount	State	Mandatory	G.S. 115C-218-105(d)	Nov 1	Annually		LEA	LEA Finance Officer	Electronic	email		Gwen Tucker	Gwendolyn.Tucker@dpi.nc.gov	School Reporting	School Business	Operations
	CSADM Phase 0: Material Increase in ADM/Grade Expansion	Application	All Charter Schools, Regional, and UNC Laboratory Schools. Submit upcoming SY enrollment growth and/or grade expansion.	State	Mandatory	NCGS 115-C-218.7(b)	November 12	Annually		School	Director of Charter School	Electronic	CSADM	https://schools.nc.gov/csadm	Angela Harrison	Angela.Harrison@dpi.nc.gov	School Reporting	School Business	Operations
	CSADM Phase I: ADM Projection Initial Submission	Application	All charter schools request a budgeted ADM for the next fiscal year	State	Mandatory	NCGS 115-C-218.7(b)	January 24	Annually		School	Director of Charter School	Electronic	CSADM	https://schools.nc.gov/csadm	Angela Harrison	Angela.Harrison@dpi.nc.gov	School Reporting	School Business	Operations
	CSADM Phase II: Final Verification - Initial ADM	Application	Request for charter school initial ADM by LEA; allows allotments to be made at per pupil funding amount from where students reside	State	Mandatory	NCGS 115-C-218.7(b)	June 15	Annually		School	Director of Charter School	electronic	CSADM	https://schools.nc.gov/csadm	Angela Harrison	Angela.Harrison@dpi.nc.gov	School Reporting	School Business	Operations
	EDDIE -Educational Directory & Demographical Information Exchange	Application	Authoritative source of LEA and School Numbers. Used to prepare Education Directory, for Federal Reporting, Accountability, PowerSchool, etc.	State	Mandatory	NCGS 115C-12(18)(b)	As needed throughout year	As needed		LEA & School	LEA Central Office, Charter Schools, Lab Schools, Regional School	Electronic	EDDIE	https://schools.nc.gov/eddie	Nicola Lefler	nicola.lefler@dpi.nc.gov	School Business	School Business	Operations
	General Expense/ Personal Service Account Adjustments	Report	LEAs report salary information changes	State	Mandatory	NCGS 115C-47(21), 302(a) & 315(d)	As needed	Monthly		LEA	Finance Officer	Electronic or Paper	financial systems/ Fax/ Mail		Gwen Tucker	Gwendolyn.Tucker@dpi.nc.gov	School Reporting	School Business	Operations
	Missed Instructional Days	Report	Survey of the number of missed instructional days due to inclement weather	State	Mandatory	HB1464 115C-84.2	June 30	Annually		LEA	Central Office	Electronic	Online survey		Gwen Tucker	Gwendolyn.Tucker@dpi.nc.gov	School Reporting	School Business	Operations
	Monthly Financial Report (MFR)	Report	LEA/charters report general ledger balances	State	Mandatory	NCGS 115C-12(18)(b)	Monthly	Monthly		School	Finance Officer	Electronic	Financial datafile		Gwen Tucker	Gwendolyn.Tucker@dpi.nc.gov	School Reporting	School Business	Operations
	Per Capita Distribution	Report	LEAs report when they serve students from other LEAs. LEAs with city LEAs only	State	Mandatory	School Budget & Fiscal Control Act	March 15	Annually		LEA	Central Office	Electronic or Paper	eMail or Fax / Mail		Gwen Tucker	Gwendolyn.Tucker@dpi.nc.gov	School Reporting	School Business	Operations
	Principal's Monthly Report (PMR)	Report	PMR System collects summary enrollment, membership, and attendance by grade level from each public school	State	Mandatory	NCGS 115C-12(18)(b)	Monthly	Monthly		School	Principal	Electronic	PowerSchool		Gwen Tucker	Gwendolyn.Tucker@dpi.nc.gov	School Reporting	School Business	Operations
	Pupils in Membership by Race and Sex	Report	Pupils in membership by race and sex	State	Mandatory	NCGS 115C-12(18)(b)	October 31	Annually		Student	Principal	Electronic	PowerSchool		Gwen Tucker	Gwendolyn.Tucker@dpi.nc.gov	School Reporting	School Business	Operations
	Report of Amounts to be Refunded to SPSF from local funds	Report	For LEAs to refund transportation dollars	State	Mandatory	NCGS 115C-12(19)	Monthly	Monthly		LEA	Finance Officer	Electronic	Financial datafile		Gwen Tucker	Gwendolyn.Tucker@dpi.nc.gov	School Reporting	School Business	Operations
	Retention Promotion	Report	Retention-Promotion Report	State	Mandatory	NCGS 115C-12(18)(b)	October 15	Annually		Student	Principal	Electronic	PowerSchool		Gwen Tucker	Gwendolyn.Tucker@dpi.nc.gov	School Reporting	School Business	Operations
	School Activity Report (SAR)	Report	SAR reports an individual school's full year academic schedule, courses offered, enrollment of classes, length of classes, and staffing of classes. Activities for certified personnel and selected non-certified personnel are reported on SAR.	State	Mandatory	NCGS 115C-301 (g), NCGS 115C-301 (f), PL 95-561, 20 USC 3221-3261, NCGS 115C-47 (10)	Annually	Annually	Within 21 days of the end of 2nd School Month	Teacher	Principal	Electronic	PowerSchool		Gwen Tucker	Gwendolyn.Tucker@dpi.nc.gov	School Reporting	School Business	Operations
	SS200 Public School Full-Time Personnel Report	Application	Personnel assignments and number of staff in various staffing categories.	State	Mandatory	NCGS 115C-12(18)(b)	October 31	Annually		LEA	LEA Central Office	Electronic	SS 200	https://schools.nc.gov/ss200	Gwen Tucker	Gwendolyn.Tucker@dpi.nc.gov	School Reporting	School Business	Operations
	SS300 Salary Supplements	Application	Report of salary supplements paid at LEA	State	Mandatory	NCGS 115C-12(18)(b)	October 31	Annually		LEA	LEA Central Office	Electronic	SS300	https://schools.nc.gov/ss300	Gwen Tucker	Gwendolyn.Tucker@dpi.nc.gov	School Reporting	School Business	Operations
	Voluntary Shared Leave	Report	Donation, use and cost of voluntary shared leave	State	Mandatory	GS 126-8.3	Sept 14	Annually		LEA Employee	Finance Officer	Electronic	Online survey		Gwen Tucker	Gwendolyn.Tucker@dpi.nc.gov	School Reporting	School Business	Operations