



PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | Mark Johnson, *Superintendent of Public Instruction*

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TO LEA Superintendents
Charter School Directors

FROM David Stegall, Ed.D. 
Deputy Superintendent of Innovation

Tammy L. Howard, Ph.D. 
Director of Accountability Services

ADHERENCE TO THE 10/20 DAY RULE

State Board of Education (SBE) policy TEST-003 states that “public school students may drop a course with a required end-of-course (EOC) assessment within the first 10 days of enrollment in a semester schedule or within the first 20 days of enrollment in a year-long schedule. Students who are enrolled for credit after the first 10/20 days, regardless of course delivery (e.g., traditional classroom, NC Virtual Public School, vendor-based online) shall not drop a course with a required EOC assessment and shall participate in the appropriate EOC assessment at the completion of the course.”

With public school units providing either all remote learning or a blend of remote learning and in-school instruction, additional days for determining whether a student is best served by dropping an EOC-associated course has been approved by the North Carolina State Board of Education (SBE) for the 2020–21 school year. The approved amendment to this policy is an allowance of 30 days for a semester block schedule and 60 days for a yearlong traditional schedule providing additional days to ensure a course placement decision is based on a complete assessment of a student’s capabilities and readiness.

Exceptions to the 30/60 day rule are allowed in individual cases where circumstances are in the best interest of the student to be removed from a course requiring an EOC assessment. These cases are evaluated individually, and consideration given to make certain the accountability of the school is not being compromised. Some examples of acceptable individual student withdrawals after the 30/60 days of enrollment include the following:

1. **Transfer student inappropriately placed in an EOC course.** If a student transfers into a school and his or her records do not arrive until after the 30/60 days to inform a proper placement decision, the school has the latitude to withdraw the student if the student was inappropriately placed in an EOC course.
2. **Student is withdrawn from a course to enroll in a higher-level course.** Occasionally, a student may be better served to withdraw from an EOC course and enroll in a higher-level course. In such cases, the student takes the appropriate test for the higher-level course; the school remains accountable through the higher-level course. Students must not be withdrawn from an EOC course and enrolled in a higher-level course within the last six weeks of the course.

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6307 Mail Service Center, Raleigh, North Carolina 27699-6307 | (984) 236-2710

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

3. **There is a valid medical reason for removing a student from an EOC course.** In rare cases, an individual student may be deemed medically fragile because of a significant medical emergency or condition, such as an accident, that incapacitates the student for an extended period of time. In such instances, it may be in the student's best interest to be withdrawn from a course.

For all situations, the principal of the school should review each case individually and decide in consultation with the teacher, parent or guardian whether withdrawal is necessary. If it is determined the student should be withdrawn from the course (after the 30/60 days), the school must request approval from the Director of Accountability Services using the outlined process below.

Process for Notification of Withdrawals after 30/60 Days

30/60 Day Withdrawal Requests are submitted through NC Education's NCTest Admin. Select 10/20 Day Withdrawal Request from the right main menu and dropdown link. Complete the "Submit Request" tab. Supporting documentation (outlined below) must be attached to the request before selecting the "submit" button at the bottom of the request form.

Supporting Documentation

For all withdrawal requests, current enrollment documentation is required (PowerSchool enrollment report). Some requests may need additional documentation for review (e.g., evidence of prior credit for a course [transcript, student score report] medical documentation, letter or notes from the homebound teacher, etc.).

Once a decision has been made, a response email will be generated through the online system for each request. This email will be addressed to the public school unit test coordinator and copied to the Regional Accountability Coordinator (RAC).

- If the request is approved, the school must notify the parent or guardian and the student in writing of any change to EOC testing requirements.
- Immediately following this notification, the school must remove the student from the course and change the student's schedule to reflect the new course code in PowerSchool. The school must ensure the student no longer attends the previously scheduled class and attends the new class.
- All documents pertaining to course withdrawals after the 30/60 days must be kept on file by the public school unit.
- If a request is denied, the student will remain in the original course code and will be included in school accountability.

Please share this information locally. If you have any questions regarding this memo, contact your RAC.

DS:TLH:whw

c: Mark Johnson, State Superintendent
Vanessa Wrenn, Director, Digital Teaching and Learning
Angie Mullennix, Director, K-12 Standards, Curriculum and Instruction
Trey Michael, Director, Career and Technical Education
Sherry Thomas, Director, Exceptional Children
Dave Machado, Director, Office of Charter Schools
Eliz Colbert, Executive Director, North Carolina Virtual Public School
Shannon Jordan, Section Chief, Testing Policy and Operations
Curtis Sonneman, Section Chief, Analysis and Reporting
Regional Accountability Coordinators
LEA/Charter School Test Coordinators