



Monday Message

January 31, 2022

Special Education Module

Note: This message is a repeat of the January 26, 2022, Director's Weekly Message.

Translating Documents in ECATS

ECATS receives home language information from PowerSchool. However, there are occasions in which the home language is different from the language needed for translating EC documents. To select the appropriate language for translation, a separate language field will be available. The ability to edit the language field is restricted to the following permission types.

- LEA Administrator 1
- LEA Administrator 2
- LEA Administrator 3
- LEA Administrator 4
- School Administrator 1
- School Administrator 2
- School Data Manager
- LEA Data Manager

This new functionality has been deployed into ECATS as of January 30th and now accessible to users as of Monday, January 31st. The directions for this process are provided in the ECATS Translation Quick Reference Guide. [ATTACHED]

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Federal Reporting Office Hours

As a reminder, the Federal Reporting Office Hours are open from at 10:00 AM and 2:00 PM on the first Wednesday of each month. Please contact Khalilah O'Farrow-Boulware at khalilah.ofarrow@dpi.nc.gov if you have any questions. To join in and ask any questions about upcoming federal reporting, please use the following link: <https://ncgov.webex.com/meet/khalilah.ofarrow>.

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Federal Personnel Survey

The Federal Personnel data collection for the 2021-22 school year will be submitted via a revised survey that combines the Related Service Workforce survey with the federally required personnel data. Responses should include all indicated personnel (employed, contracted, itinerant, full-time and part-time) that served students with disabilities on December 1, 2021. The revised survey includes headcount, FTE, vacancies, salary, and other helpful staffing information for programs supporting students with disabilities. All LEAs, Charters and State Operated Programs that submitted a December 2021 child count are required to submit personnel data via this survey. The survey tool will be available mid-February. Training on the new survey fields will be held via webinar on February 9, 2022. Repeat 1-hour sessions will be available at 10:00 am and 2:00 pm. The link to attend the training is: <https://ncgov.webex.com/meet/khalilah.ofarrow>.

For previous issues of the ECATS Monday Message, please visit <https://www.dpi.nc.gov/districts-schools/classroom-resources/exceptional-children/every-child-accountability-tracking-system-ecats/monday-messages>.