



PUBLIC SCHOOLS OF NORTH CAROLINA

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

WWW.NCPUBLICSCHOOLS.ORG

January 15, 2019

MEMORANDUM

TO: Directors, Exceptional Children Program
Lead Administrators, Charter Schools
Directors, State-Operated Programs

FROM: Sherry H. Thomas, Interim Director
Exceptional Children Division

SUBJECT: 2018-19 Data Submission for Table 2 - Federal Personnel Collection

The Table 2 - Federal Personnel report for the 2018-19 school year will be collected via survey. This count is based on personnel that served students with disabilities as of the December 2018 child count. All LEAs, Charters and State Operated Programs that submitted a December 2018 child count are required to submit personnel data via the survey.

The survey will collect the number of Special Education Teachers, Special Education Paraprofessionals and Related Service Personnel by age and certification status. The instructions for the table are on the first page of the survey link. This report is specifically for personnel who work with Exceptional Children regardless of funding source.

There will be a short presentation on reporting this information at the February Regional Director's meeting. The information provided will include calculating and reporting FTE. Please plan to attend the meeting prior to reporting the data.

The link to access the survey is https://ncdpi.az1.qualtrics.com/jfe/form/SV_797txrW4PSsPWtH. You may need to copy and paste this link into your browser to access the survey. The due date for the federal personnel chart has changed to March 15, 2019. Your cooperation in meeting the deadline for data submission is greatly appreciated. If you have any questions regarding this data request, please contact Kelley Blas at Kelley.blas@dpi.nc.gov.

EXCEPTIONAL CHILDREN DIVISION

Sherry H. Thomas, *Interim Director* | sherry.thomas@dpi.nc.gov

6356 Mail Service Center, Raleigh, North Carolina 27699-6356 | (919) 807-3969 | Fax (919) 807-3243

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER