



NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

Maurice "Mo" Green, Superintendent of Public Instruction

www.dpi.nc.gov

TO All Public School Units (PSUs): Student Services Department

FROM Dr. Ellen Essick, NC Healthy Schools

DATE July 29, 2025

Specialized Instructional Support Reporting Requirements for the 2025–2026 School Year

In accordance with the revised [School Mental Health \(SMH\) Policy](#), beginning with the 2025–2026 school mental health plan reporting, all Public School Units (PSUs) are required to submit data for the Specialized Instructional Support Personnel (SISP) Annual Report. While last school year was a practice collection, this is now a **reporting requirement** and is critical to supporting student mental health and overall wellness across North Carolina.

Key Reporting Requirements

Effective with the 2025–2026 school year, each PSU **must report** the following (in addition to the previous SMH plan requirements) to the Department of Public Instruction by September 15 of each year:

Quantitative Data on Student Contacts

- Instances of student contacts for referrals, interventions, and services provided by SISP.
- This data will be quantitative only and will not include any personally identifiable student information.

Staffing Data

- Numbers and vacancies of school counselors, nurses, social workers, psychologists, clinicians, and other personnel related to mental health and student wellness.

Data Collection Timeline & Methods

Start Date for Data Recording: Annually on July 1st

End Date for Data Recording: Annually on June 30th

Data will NOT be collected in Infinite Campus at this time. Please use a method that is most efficient for you and your SISP team. Sample data collection spreadsheets can be found below in the additional resources.



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All PSUs are **required to report** this information as part of their 2025-2026 School Mental Health Plan.

Additional Resources

[Required Annual Report Template Data](#)

[Sample Data Sheet 1](#)

[Sample Data Sheet 2](#)

If you have any questions or require assistance with the reporting process, please contact pachovia.lovett@dpi.nc.gov.

Thank you for your continued commitment to supporting the mental health and wellness of all students.

EE/Section Chief, NC Healthy Schools

OFFICE OF TEACHING AND LEARNING

Dr. Kristi Day, *Director of Office of Teaching and Learning* | Kristi.day@dpi.nc.gov

6301 Mail Service Center, Raleigh, North Carolina 27699 | (984) 263-2100