



PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | June St. Clair Atkinson, Ed.D., *State Superintendent*

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August 1, 2016

MEMORANDUM

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

FROM: William Hussey, Director *WJH*
Exceptional Children Division

SUBJECT: 2015-16 Data Submission for Table 2 - Federal Personnel Chart

The Table 2 - Federal Personnel report for the 2015-16 school year will be collected via survey. This count is based on personnel that served students with disabilities as of the December 2015 child count. All LEAs, Charter Schools and State Operated Programs that submitted a December 2015 child count are required to submit personnel data via the survey.

The survey has three tables to report Special Education Teachers, Special Education Paraprofessionals, and Related Service Personnel. 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.

The link to access the chart is <https://ncdpiecd.inquisiteasp.com/cgi-bin/qwebcorporate.dll?idx=NYK6X3>, you may need to copy and paste this link into your browser to access the survey. The due date for the federal personnel chart is **August 12, 2016**. Your cooperation in meeting the deadline for data submission is greatly appreciated. If you have any questions regarding this data request, please contact your Regional CECAS Trainer. If you cannot reach your Regional Trainer, email cecas.incidents@its.nc.gov.

WH/tr/kb

EXCEPTIONAL CHILDREN DIVISION

William Hussey, Director

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