



# PUBLIC SCHOOLS OF NORTH CAROLINA

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**TO** District Exceptional Children Directors  
District PowerSchool Coordinators

**FROM** Maria Pitre-Martin *MPM*

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Division of Digital Teaching and Learning

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## LOCAL COURSE TITLES AND IDENTIFYING EXCEPTIONAL CHILDREN

A recent study by the North Carolina Department of Public Instruction (NCDPI) identified widespread use of terms used in local course titles that identify students as receiving Exceptional Children (EC) services on transcripts. These course titles contained at least one of the following terms: "OCS" or "EC." This issue was identified in a majority of school districts and multiple charter schools.

Under the requirements of Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act (ADA), the student's high school transcript may not identify that the student has received special education services and/or related services or that the student has a disability. This means that "OCS," "ECS," or any other wording that identifies a student as receiving EC services or having a disability may not be used in local course titles or course codes. To do so is a direct violation of federal statute.

School districts, charter schools, and high schools must make every effort to ensure that local course titles do not identify a student as receiving EC services on the transcript before it is externally shared. To assist LEAs with this effort, NCDPI has deployed a script removing all references to "OCS" and "ECS" from local course titles in historical data. Going forward, all local course titles and course codes shall not include the terms "OCS" or "ECS."

If you have any questions or are unsure how best to proceed, please contact the NCDPI Support Center by submitting a ticket at <https://nc-myit.us.onbmc.com>, or by calling 919.807.4357.

MPM/hth

**c:** Superintendents  
Charter School Directors  
Principals  
Curriculum Directors  
District Data Managers  
Bill Hussey, Exceptional Children Division, DPI  
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