



PUBLIC SCHOOLS OF NORTH CAROLINA

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

WWW.NCPUBLICSCHOOLS.ORG

April 18, 2018

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

From: William J. Hussey, Director **WJH**
Exceptional Children Division

Carol Ann M. Hudgens, Section Chief **CAH**
Policy, Monitoring and Audit

RE: ECATS – New Forms
EC Division Website

The Exceptional Children (EC) Division is now prepared to begin the release of stand-alone new forms to support training and transition to ECATS. The release of forms will be coordinated as development and testing stabilize the format of the documents.

The priority is to release the forms as they become available, therefore, please keep in mind the following:

- The review of typographical errors and consistency of formatting is ongoing;
- The new forms posted on the website are form-fillable;
- The translation of forms to Spanish and posting to the EC website will occur after all forms have been released;
- A .pdf of the new form with tracked changes explaining how to complete the form will be posted in its corresponding column on the website;
- Training modules specific to process will be posted as they become available;
- The use of the current state, new state or locally developed forms is permissible during the transition to ECATS;
- LEAs may establish their own timeline for the transition to the new forms; however, full implementation of ECATS and the new forms must occur no later than October 1, 2018;
- State forms posted with effective dates prior to April 17, 2018, will no longer be available and will be removed from the website on October 2, 2018;
- No later than October 1, 2018, all new forms must be generated through the use of ECATS;
- Any supplemental forms posted prior to April 17, 2018, deemed current and relevant will be re-posted to the link for new forms.

Email notifications will be sent through the EC Division listserv as additional bundles are released and posted to the website.

EXCEPTIONAL CHILDREN DIVISION

William J. Hussey, *Director* | bill.hussey@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

Below you will find a screenshot of the EC Division website and the link to the appropriate page where the new forms may be found.

<https://ec.ncpublicschools.gov/policies/forms>

Forms

The state forms are used by exceptional children personnel within local education agencies and state operated programs to assist with the documentation of data collection and programming for children with disabilities.

The current state forms have been amended and will be used statewide with the implementation of Every Child Accountability Tracking System (ECATS). During the statewide transition to ECATS, the use of current state, new state or local forms is allowable until the full state-wide implementation of ECATS is completed. Full state-wide implementation of ECATS is expected on or before October 1, 2018.

Exceptional Children State Forms & Directions for Use

Exceptional Children State Forms & Directions for Use (New)



The first forms posted are:

- Invitation to IEP Team Meeting
- Consent – Invitation of Outside Agencies for Transition Services
- Request to Excuse Required IEP Team Member(s)

If you have questions or comments, please send them via ECATS.INFO@DPI.NC.GOV as this is the central location for collecting and coordinating responses for ECATS.

WJH/SHT/cah

EXCEPTIONAL CHILDREN DIVISION

William J. Hussey, *Director* | bill.hussey@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